NEW!

- HTML5 Simulation.
- Drag-n-Drop.
- Preview All Slides.
- More shape types: Lines, Arrows and more...

ActivePresenter

User Manual

Interactive Simulations

Presentations

Demo Videos

Documents

Images

SCORM

Table of Contents

About This Manual

Structure Of The Manual

The manual contains the following sections:

Section	Contents
About this manual	Structure of the manual (*This* section)
	Intended audience (Who can use this manual)
	Terms used (explanation of the jargon used in this manual)
	Disclaimer (*Read carefully!*)
	Copyrights (Copyright of the ActivePresenter and the products used with ActivePresenter)
	Version numbering (How to recognize the version of ActivePresenter and this manual)
	What is new in this version of User Manual (List of latest changes)
General	Basic Screen-casting Concepts (A glimpse of how ActivePresenter works under the hood.)
	Overview of ActivePresenter (Feature-comparison between ActivePresenter versions)
	System Requirements (Your system must have these resources)
	Installing ActivePresenter (How to install, update and upgrade ActivePresenter)
	The multi-tier help system (How to get help while using ActivePresenter)
Creating a new project	Creating a Capture project (Capturing screen while using an application)
	Creating a project from MS PowerPoint Presentation
	Creating a project from Images (Create a project by importing images as slides)
	Creating a blank project (Start with a blank canvas and add items)
	Saving a project (How to save an ActivePresenter project)
	Opening an existing project (How to open an existing ActivePresenter project)

Editing a project	Editing overview
	Project-level editing (Sorting slides, adding/deleting slides, naming slides)
	Editing a slide (Adding annotation objects, editing those objects)
	Advanced Editing (Interactive objects, accessibility, localization…)
Rendering (Exporting)	How to export the ActivePresenter project to create different types of presentations.
Using ActivePresenter windows.	Appendices that explain how different windows work in ActivePresenter: • Capture Profile Editor (How to edit all settings for screen-capturing) • Event Editor (How to set up the interaction objects to respond to various trigger events) • Image editor (How to edit images) • Image Resource Properties Window (How to edit the properties of image, such as margins and hotspots) • Properties window (How to edit properties of an object) • Resource pane • Timeline (How to use the Timeline pane)
Objects	Explanation about all annotation and interaction objects used in ActivePresenter. • What is the basic use of each type of object • How they work • How to set their visual and behavioral properties
Menus and Shortcuts	Summary of all menus and hot keys
Customizing ActivePresenter	Customizing the interface and behavior.
What's new	What is new in this edition of the User Manual. (Covers changes in the software and the manual itself.)

Intended Audience

ActivePresenter is directly and indirectly used by two different kinds of users:

1. Presenters/teachers: They are the *direct* users of ActivePresenter.
   They use ActivePresenter to prepare a presentation and export it to various formats.

2. Viewers/students: They are the *indirect* users of ActivePresenter.
    They watch the exported presentation, practice and take a test.

In some cases, the presentation is run and moderated by the presenter. In other cases, the viewers/students run the presentation in self-paced mode, as guided by the presentation itself.

In this context, this manual is meant for the *direct* users of ActivePresenter (i.e., for the presenters/teachers).

No previous experience of screencasting is assumed. All terms are explained within this manual.

How To Use This Manual

It is best to read the main chapters of this manual from start to finish. Then you can read the Appendices in any order.

This manual has hyperlinks that are displayed in **bold red**, <u>**NOT**</u> in <u>blue text with underline</u>.

Terms Used

Some technical jargon (especially terms related to video encoding) terms are explained below. For more details, please refer to the **Wikipedia**.

Term	Meaning
Key frame	To reduce the size of the video file, a compression technique is used, in which the computer stores the whole visual information for only a few frames (called *key frames*). For the rest of the frames, it only stores the differential information with reference to the preceding key frame (in some compression schemes, a frame's content is derived from key frames on both side of it).
LMS	A **Learning Management System**.

Disclaimer

This manual is written by volunteers. Please use it in the same spirit.

No guarantees are made regarding accuracy.

The author assumes no responsibility for any loss of data; or for any direct or indirect damages that arise out of use, misuse or misapplication of the information provided in this manual.

Please exercise caution and use it at your own risk.

Copyrights

All copyrights for the ActivePresenter software belong to Atomi Systems, Inc.

The copyrights of the other applications mentioned in this manual (e.g. Microsoft PowerPoint, Adobe Acrobat Reader, LibreOffice, etc.) belong to their respective developers.

Due care is taken to use original material in this manual. Nevertheless, if you see any copyright infringement in the manual, please send us an **e-mail**, so that immediate actions can be taken.

Version Numbers

The version of ActivePresenter software is denoted with a three-part version number, such as 3.7.0.

The version number of this manual is derived from the software's version number by placing a serially incrementing number as a suffix.

For example, the second User Manual written for version 3.7.0 of ActivePresenter will have version number 3.7.0-**2**.

Getting The Latest User Manual

The header of each page (right corner) carries the version number of the manual. If you want to check whether you have the latest version of the manual, click on the header. This will launch a browser and load the **manual download page**. Compare the version numbers, and if your version is outdated, download the latest version.

To replace the old version with a later version you have to move the downloaded file to the installation folder of ActivePresenter and named it in the form: "**Help_<langcode>.pdf**", where <langcode> is the standard language code, default is "**en**" for English version.

After this, whenever you press F1, the latest User Manual file will open.

What's New In This Version Of User Manual

Appendix **What's New** describes what's new in this version of the manual, so that if you have already read the previous version, you can update yourself with minimal effort.

The appendix provides links, so that you can directly jump to the changed portions and catch up.

General

Basic Screencasting Concepts

Before using ActivePresenter, you must first understand some basic concepts.

Screenshot

Just imagine that we have a camera to take a photo of the whole screen of your PC, an application's window or any part of it. Such an image is called "screenshot".

This manual contains a lot of screenshots of the ActivePresenter windows.

Screencasting

A screencast (also known as "*screen capture"*) is a digital recording of what happens dynamically on your computer screen. A screenshot is like a still photo taken of your screen, while a screencast is like a video of your screen.

In the context of ActivePresenter, the entire process is as follows:

1. Capturing

The teacher/presenter works on the target application, and captures the screen. The outcome of this step is a video or a slide-show.

2. Editing and annotating

The teacher/presenter edits the video or slide-show, and adds annotations, commentary, images, audio/video clips, etc.

3. Making it interactive (Optional)

Optionally, the teacher/presenter adds interactive elements (typically questions and quizzes); and also defines how the presentation should behave when the student gives a correct answer, an incorrect answer, or does not respond within the stipulated time.

A presentation behaves differently to the user, depending upon his previous answer, and what he is doing on the screen at that moment.

4. Exporting (Rendering)

The teacher/presenter renders the output (=exports the files).

Broadly, the outputs fall in three different categories:

- Interactive presentation: HTML5/Flash (viewed in a browser)
- Video (with audio)
- Documents: Excel/Word/PowerPoint, PDF, Images, HTML slide-show.

5. Actual delivery

Depending upon the output, it is used by either the teacher/presenter himself to teach his course, or by the students or course-participants to study/practice the subject on their own.

The actual delivery may be in a classroom setting (on a projector), or via a remote network, where the student goes through the presentation using his browser, and/or reads the documents using a PDF reader or Microsoft Office/LibreOffice.

6. Assessment (Optional)

The students may be required to take tests.

These may be used by the teacher/presenter to rank the students, or to screen them for promotion to the next class.

Alternatively, they may allow the student to obtain the results for a self-assessment, so that the student can improve in his weak areas.

The results are produced either directly by the interactive module, or by the LMS. Reporting is only available when the project is exported in an interactive format (HTML5/Flash).

Capture Profile

Capture profile is a set of various options which used during a capture session. The primary option in a capture profile is the capture type (mode). There are two capture types:

1. **Full Motion Recording (FMR)**: ActivePresenter will record the screen like a video camera. The result is a slide which contain a video/video show exactly what you have done on screen. This capture type is mainly used for creating the demonstration video.

2. **Smart Capture**: ActivePresenter will take a screenshot each time a mouse button is clicked or a key is pressed. The result is a series of slides (steps) describes how to achieve a specified purpose with the application that you are capturing. This capture type is used for creating both interactive content (software simulation) and demonstration video.

The other options in a capture profile are: audio/video codecs and parameters, cursor, annotations, and hotkeys settings...

ActivePresenter offers four default capture profiles as below (note that some of them have names similar to capture types).

1. **Full Motion Recording (FMR):** When use this capture profile, ActivePresenter records the screen like a video. It produces a video clip that captures all actions on the screen faithfully. So, the FMR is the most suitable profile when you want to capture the motion effects *exactly* (movement of the mouse, resizing of windows, animated content, etc.).
   This profile uses a lossless Flash Screen Video codec to record the movie so it has following advantages and disadvantages:

     • The quality is preserved.

     • It is suitable for recording the software demonstration because the screenshots of a software usually have many blocks of contiguous color.

     • It is not suitable for recording movies, games because they have many scene pictures so it take much time to encode to video and the recorded file size is large.

     • The frame rate is not high, especially in cases of recording movies and games.

2. **Record movie/Streaming video:** This capture profile is very similar to the FMR capture profile, but it uses a lossy encoder to record the video, with a choice between MPEG1 and

MPEG2.
Using this capture profile has following advantages and disadvantages:

- The quality is not preserved, it depends on the quality option which can be set in range [1, 100].

- It is suitable for recording any applications.

- The frame rate is high and the recorded file size is not too large.

3. **Smart Capture:** When use this capture profile, ActivePresenter captures screenshots when there is an input from mouse or keyboard. At the same time, ActivePresenter keeps track of the actual elapsed time. This profile produces multiple screenshots (slides) and/or multiple videos.
   While recording, you can manually switch between the *FMR* and *Smart Capture* capture types using hot keys (defaults are F9 and F10). This is very useful when capturing a text typing operation or a mouse drag-n-drop operation.
   Using Smart Capture has several advantages:

   - It is possible to create interactive and branching content (HTML5/Flash).

   - High quality output when export to HTML5/Flash but small output size (thanks to PNG loss-less compression)

   - Smooth cursor path

   - The presentation is divided into steps so it is easier to manage and edit.

4. **Smart Capture with Auto FMR:** When use this capture profile, ActivePresenter switches automatically between the two capture types mentioned above: It captures in the *Smart Capture* capture type, but will temporarily switch to the *FMR* capture type when you start dragging the mouse; and switch back to the *smart capture* capture type when you stop dragging the mouse.

You can also create your own capture profiles to use in your authoring process.

Slide Background

Slide background in ActivePresenter displays the image of a step (where to click, what key is pressed) in interactions chain when creating a tutorial.

It is also used to display some form of corporate identity throughout the presentation. This could be in the form of a corporate logo or simply corporate colors in the backdrop of each slide. This can be achieved by inserting a **background** image that is shared among multiple slides.

The slide you see is made up of several objects that form a stack. When an object is added to a slide, it is placed at the top of the pile, and covers the objects placed beneath it. In this context, the background image remains at the bottom of the objects' stack, regardless of when it is added.

Background is an optional item (some slides may not have it). A given slide can not have multiple backgrounds.

ActivePresenter has the facility to flatten any stack of objects and turn them into a single background image.

A background image can be edited like any other image.

Slide Index

The *slide index* denotes the order of any given slide in the slide list: The *first* slide has index 1, the *second* slide has index 2, etc...

The index numbers of slides change when slides are added, deleted or shuffled.

Resources

We need multiple items for annotation: shapes for the annotation, styles for shapes, background music, pre-recorded sounds (such as mouse-clicks), additional video clips, etc.

These are collectively known as "*resources*".

The resources can be divided into two categories, based on their source: *Preset resources* and *User resources*.

- The *Preset resources* are predefined and get installed with the ActivePresenter. They cannot be moved, renamed or deleted.

- The *User resources* are the resources added by the user to the library.

The User resources can be further divided into two categories, based on their availability: *global* and *project-level*.

- The global resources are available to all ActivePresenter projects.

- The project-level resources are assigned to a particular project; and are not available to the other projects.

How Resources Come Into A Project

Resources get into a project in five different ways:

1. Pre-installed resources (bundled with ActivePresenter)

2. Resources added by the user, from the file system to the Library (e.g. audio/video files).

3. Resources added by the user, from the file system to the canvas directly (e.g. audio/video files). If you insert the same file multiple times in the same project, the project treats each copy as a different resource; and does not try to find duplicates.

4. Audio objects created by the user in a slide
   (e.g. recorded voice, Text-To-Speech track created from a Closed Caption, etc.)

5. Logical resources created by certain operations: Splitting of an audio/video, splitting of slide, deletion/cutting of a portion, joining with other object, changing the volume, or inserting a freeze-frame/silence.

All these resources appear in the Resources pane, from where you can use them in the current project.

Objects

Object is a generic name for any structured item that is placed in a slide to add annotation, or to make it interactive.

Examples of *Objects* are images, different shapes (such as rectangles, circles, ovals, arrows and

call outs), text captions, closed captions, highlights, vector curves that represent the path of the cursor, zoom-n-pan frames, audio clips and video clips.

See Appendix **Objects** for more details.

Note that the term "*objects*" is also used in a totally different context when you are taking a **screenshot**: There, an "*object*" means any part of a window that can be captured in a screenshot, such as toolbars, toolbar buttons, panes, menus, scroll bars, controls, etc.

Object Style

Style is a preset of object properties (fill, line, text, graphics effects).

Several options are available in the **Styles** tab in the **Resources** pane (select any style listed in the pane and use the context menu): *Add a new style*, *Clone from selected style*, *Copy the selected style to project* and *Delete the selected style*.

When a new style is added, ActivePresenter provides it with a temporary name with an internally incremented number. The author should always provide a meaningful name to the newly created style.

Library

A library is a virtual storage area that contains the often-used resources.
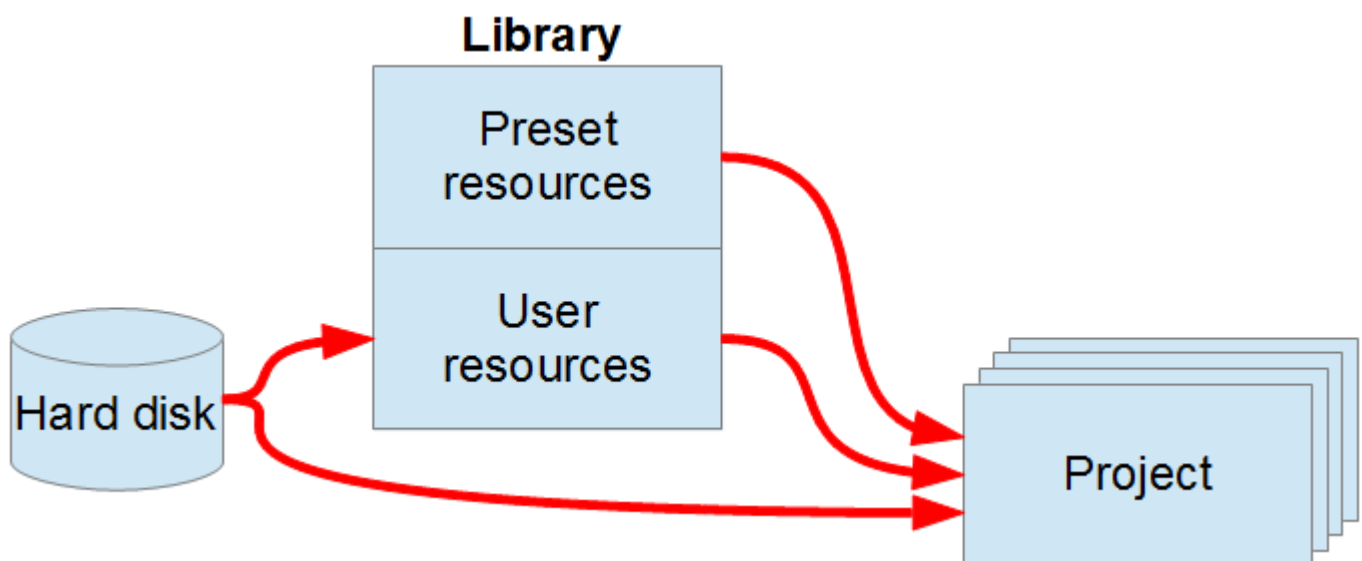
The Library provides ready resources to all projects.

Note that the Library contains two different types of resources:

- Preset resources (bundled with ActivePresenter).
- User resources (Added to the Library by user).

Once a resource is placed in the Library, you can delete/move/rename the original.

The author can also insert resources directly from the disk, rather than placing it in the Library first. But there are two major disadvantages:

1. The resource is used by a particular project only: To use it in another project, you will have to insert the resource again from disk.

2. ActivePresenter does not check whether the new resource is already being used in the current project: It will go on adding each copy independently. Thus the project size grows tremendously if you use the same resources multiple times.

Therefore, if you want to re-use a resource in multiple projects, it is always best to first add the resource to the Library, and then use it in your projects from there.

There is only one physical file that stores all library contents. This file is located at: *C:\Users\<Username>\AppData\Roaming\ActivePresenter\ActivePresenter.aplib* (Windows Vista or Windows 7)

or

C:\Documents and Settings\<Username>\Application Data\ActivePresenter (Windows XP)

How ActivePresenter Manages The Resources

ActivePresenter reads the file content and saves it to the Library file (see above). It creates a resource entry that points to this imported content.

This entry has a name, and that name is used to refer to a resource in the library.

If the file size is bigger than a pre-defined value in **Preferences**, ActivePresenter does not store file content directly in the Library file, but maintains its own local copy of the imported file. By default, this limit is 50 MB, but you can freely adjust it any time in **Preferences.**

The original file leads an independent life: If you rename or delete it, the copy in the Library will not be affected.

When you use a library resource in any project, ActivePresenter only creates a link with its file. (That means, if the resource file is modified in a future version of ActivePresenter, all projects using it will use the modified resource automatically.)

Annotation

Just recording a screen is not enough as a training resource: You also have to add some explanatory elements (**Objects**) to the video. Adding these objects to the original screen-recording is called *annotation*.

You have the option to insert annotations at two stages:

1. Annotation during capture phase

In a typical capture project, you would be interacting with the target application by clicking on its menus and buttons, pressing hot keys and entering text.

ActivePresenter has the option to automatically insert annotation shapes where you have clicked or when you press any keys on the keyboard. Optionally, ActivePresenter can actually insert the description of your actions (e.g. "left click", "right click") in the inserted shape.

2. Annotation during edit phase

Annotation during edit phase is done by various methods:

- Superimposing different shapes on the video (e.g. a circle/ellipse around a button, a rectangle around a control, etc.)

- Inserting comments with call outs and text boxes

- Inserting audio/video clips

- Adding your own commentary (also called "*voice-over*")

- Adding subtitles and closed captions

Annotation During Capture Phase

ActivePresenter has the ability to create appropriate annotations for mouse and keyboard operations while capturing. Along with how to generate the annotation content, one of the main issues is choosing the right shape and placing it at the right position.

From version 3.0, ActivePresenter has built-in Shape objects, which have a flexible hotspot (=*anchor point*). Because of this, ActivePresenter can easily place annotations properly, and you don't need to care about this.

However, if you want to use your own drawings or images as annotations, please read this section carefully.

As mentioned above, ActivePresenter inserts a shape where you click, and enters a *self-generated* comment that describes the interaction (e.g. "Left click on New menu") in that shape and sets the hotspot (=*anchor point*) at the click spot.

If you want to use a different shape from the set of ActivePresenter's shapes or a beautiful image for annotating, ActivePresenter allows you to define the image properties (hotspot, text margin, group) for this purpose.

In the following figure, the anchor point is marked as **x** (This is just for illustration: In actual practice, an anchor point is not visible.)

To use that image as annotation, you need to do following steps:

1. Import the image into Library, define the hotspot (=*anchor point*) at the tip of the arrow and define the text margin (to let ActivePresenter know where to place its comment inside that image).

2. Define a new style, in which the **Fill** property must use this image as stretched background.

3. In **Preferences**, change the default shape to *Rectangle* and the newly created style as the default shape style.

When you click anywhere, ActivePresenter inserts this shape in such a way that its anchor point is placed exactly at the spot where you clicked.

But this strategy often runs into problem: If the click-spot is too close to the border of the canvas, a part of the inserted image may lie outside the canvas. When rendered, such images would get truncated.
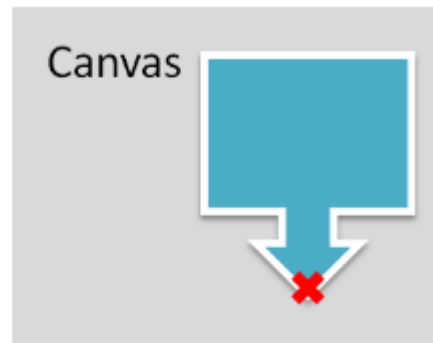
In some shapes, a solution is possible: You can use another *variant* of the shape that stays inside the canvas, as shown above.

In fact, ActivePresenter can select a suitable shape variant on its own if you define a *group* of all the variants of a shape. In the following example, there are four similar-looking images, with the only difference that the arrow points in a different direction.
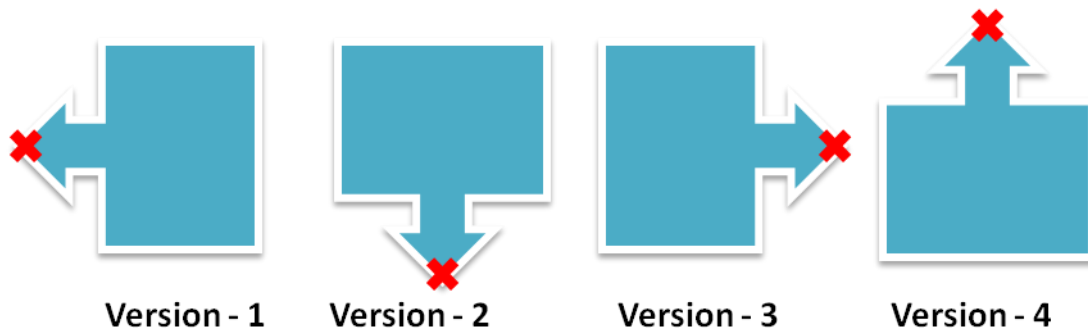
Based on the anchor-point location, ActivePresenter will automatically decide which variant should be inserted while capturing. The selection criteria is simple: When the shape is placed on the screen, no part of it should project outside the slide canvas.

To create a group of related shapes, follow this process:

- Add the variant shapes to the ActivePresenter Library.
  Take care to include variants that have anchor points in all possible directions, so that at least one variant will match a given click spot. For example, the group above is *not* sufficient if the click spot is in a *corner* of the slide (we need four more shapes with arrows pointing to corners).

- In the **Image Resource Property Editor**, enter a common name in the **Group** input box. If a few images share a common group name, ActivePresenter treats them all as equivalent, and selects the image that fits in the slide for the given click spot.

ActivePresenter And LMS

The outputs produced by ActivePresenter can be hosted on an LMS (Learning Management System), as an online course. An LMS can manage multiple courses on different subjects. The LMS also allows multiple students to have multiple sessions of the course, and keeps track of the marks scored by each of the students during each of those sessions.

SCORM

SCORM is a standard for describing and packing materials so that the LMS can understand. So virtually anything can be packed into a SCORM-compatible package.

Interactive Presentation Modes

ActivePresenter is capable of generating a presentation in interactive mode, in which the generated output uses either **HTML5** or Flash technology.

This is a self-running presentation and normally consists of multiple files:

- HTML5: They are **HTML**, **JavaScript**, **CSS** and media resource files which will be run by a web browser.

- Flash: The main file is a **SWF Flash** file, and HTML index page which embed that SWF file so it can run inside a web browser.

The user runs the interactive presentation with a web browser.

The interactive presentation can run in four different modes: Demonstration, Tutorial, Practice and Test.

The *Demonstration* and *Tutorial* modes are appropriate for teacher to lecture automatically or manually. The *Practice* and *Test* mode are appropriate for the student to take exercise or examination.

ActivePresenter allows to you to display/hide each object in specific modes. For example, you might use two different audio narrations for the *Demo* and the *Test* modes.

A brief overview of each mode is given below:

Demonstration Mode

The simulation will automatically run based on your time settings for slides and slide objects in your project. When the elapsed time for each slide reaches the slide's duration, the presentation jumps to next slide if the current slide is not the last one. If toolbar and slides list are available, user can navigate to a certain slide, pause/resume or exit the simulation.

Note a special case: If you export the presentation as a video (**AVI**, **WMV**, **MP4, MKV** or **WebM**), ActivePresenter checks each object's Demo mode settings to decide whether to include it in the video. In other words, ActivePresenter treats a video like an interactive presentation that is running in demo mode.

Tutorial Mode

In this mode, the simulation not only runs based on slides and slide objects time setting but also supports interactive capability. User must use mouse or keyboard to interact with interactive objects on each slide. ActivePresenter will assess user response and execute associated actions which are defined in authoring time.

Practice Mode

This mode is similar to *Tutorial* mode except it has options to create and send report about user result to specified Email or HTTP address. Besides, if user fails to perform expected interaction, the interactive object will be displayed if it is hidden before.

Test Mode

This is similar to the *Practice* mode, but when user fails to perform properly, the interactive object won't be displayed if it is hidden before. Furthermore, the author can limit the maximum time which users are allowed to complete the test.

Frame Rate

To create an illusion of animation, consecutive images ("frames") show the action in small progression in quick succession. The brain is tricked into believing that these discrete images show a single continuous motion. This is the technique behind motion video.

The frequency (rate) at which the frames are displayed is called the *Frame Rate*. The normal frame rate is in the range of 20-30 frames/s. The three commonly used frame rate standards in the **TV** and **movie-making** business are: 24, 25, and 30 fps.

- Higher rates means more frames are required per second to produce the same animation; which in turn will increase the file size.

- Lower rates result in smaller file size, but make the movement jerky.

- Sometimes, the main power supply (which has 50/60 Hz AC) causes the room lighting to flicker at this rate. Normally this is unnoticeable to the naked eye, but sometimes a small difference in the frequencies causes a beat frequency, and appears as a large flickering in display. This can be avoided by changing the frame rate by a few Hz.

Reporting

Even if an ActivePresenter interactive presentation is not running on a SCORM-compliant LMS, it can still create a report, and optionally send it to a valid email or HTTP address.

Typically, the report contains the data related to the performance of the student under *Demo* or *Test* modes. For example: Time taken to take the test, points obtained, passing criteria, overall result (pass/fail), details of the tests taken, etc.

HTML5

HTML5 is a new standard for structuring and presenting content on the web. It contains several features which are designed to include and handle multimedia and graphical content on the web easily without having to install proprietary plugins. If you want to create the content which can run on various platforms and devices, you should consider using **HTML5 Simulation** output in ActivePresenter.

Overview Of ActivePresenter

Using ActivePresenter, you can capture the live action on the screen, and also record your commentary as voice-over. Then you can edit the result and then add annotations (text boxes, call outs, arrows, circles, boxes, etc), images, navigational controls and video/audio clips.

ActivePresenter Editions

ActivePresenter is available in three different editions, with incremental capabilities and pricing:

Edition	Main uses
Free	Demo videos
Standard	Demo videos Documentation
Professional	Demo videos Documentation Interactive training, with score-management

Feature Comparison

Features	Free	Standard	Professional
Export To Images (JPEG, PNG)	Yes	Yes	Yes
Export To Video (WMV, AVI, MPEG4, WebM, MKV)	Yes	Yes	Yes
Export To Flash Video (FLV)	No	Yes	Yes
Export To Microsoft Word	No	Yes	Yes
Export To Microsoft Excel	No	Yes	Yes
Export To PDF Document	No	Yes	Yes
Export To HTML Slide Show	No	Yes	Yes
Export To Microsoft PowerPoint	No	Yes	Yes
Export To HTML5 Simulation	No	No	Yes
Export To Flash Simulation	No	No	Yes
Export To SCORM 1.2, SCORM 2004	Yes	Yes	Yes
Import From PowerPoint	No	Yes	Yes

Note:

- The above table only lists the features which are different between editions.

- The interactive feature is not available in the video and document outputs due to the nature of these formats.

System Requirements

Depending on the deliverable, the following are required:

Operating system	Windows XP, Windows Vista, Windows 7, Windows 8.
Hardware	CPU: 1.0 GHz or faster processor with SSE2 (which is available from Intel Pentium 4) (1.2 GHz recent multi-core or higher recommended)
	RAM: 1 GB (Recommended $\geq$ 2 GB).
	Hard disk: 1 GB of available hard disk space.
	Sound card
	Microphone for audio recording.
Software	For HTML slideshow, or Flash- and HTML5-based simulations, the following web browsers are fully supported and tested: • Mozilla Firefox 3.0 or higher. • Google Chrome. • Internet Explorer 7.0 or higher. • Safari 4 or higher. • For running HTML5 Simulation in Internet Explorer 7 and 8, Adobe Flash Player or Microsoft Silverlight plugin is required for multimedia playback. Opera 9.50 or higher (not recommended because Opera doesn't allow to simulate right-click by default)
	• For Microsoft Word export: Microsoft Word 2003 or higher is required.
	For Microsoft Excel export: Microsoft Excel 2003 or higher is required.
	For Microsoft PowerPoint import/export: Microsoft PowerPoint 2003 or higher is required.

Installing ActivePresenter

It is very easy to install the ActivePresenter: After downloading the installer, double-click on it, and follow instructions.

Activation	The Free Edition does not need activation. To activate the Standard and Professional Editions, use the **Help > Activate Product** menu item.
Updating	New versions of ActivePresenter are posted at the **website** on a quarterly basis (approximately). The new versions have many exciting features.
	To update an existing version of ActivePresenter, just download the latest version of the executable and run it by double-clicking on it. There is no need to first uninstall the older version.
	Or you can simply use the Check for Updates function in the **Help** Menu, ActivePresenter will check if there are new updates and do the updating automatically.
Upgrading	To upgrade your license, please contact the **support group**.
Uninstalling	The standard way to uninstall the ActivePresenter from your computer is to use the **Control pane** of your Windows, go to the **Programs and Features** option and select **ActivePresenter** from the application list and follow the instructions to uninstall.
	Alternatively, open the folder in which you've installed ActivePresenter, double-click on the *unins000.exe* file and follow the instructions to complete the uninstallation.

The Multi-tier Help System

ActivePresenter has a multi-tier help system, as described below:

Tooltips	ActivePresenter has a tooltip system that explains the purpose of all toolbar buttons. Hover your mouse pointer on any button and a short description pops up.
User Manual	If you press F1 at any time, this user Manual (pdf file) pops up to provide the ultimate reference on all topics.
Demo	The best way to learn any product is to watch as someone is actually using it. The website provides some excellent **demo videos**. Watch and learn!
Tutorials	The website has a compilation of **tutorials**.
FAQ	The website has a **FAQ** (Frequently Asked Questions) section, where most frequently asked question are answered.
User forum	The **User Forum** answers all your queries. (But it is always best to first check whether your query is already listed in the FAQ section).
	If you have any features in mind, you can also post a **new feature request**.

Email support	If everything else fails, you can send an email to **the support team**.
Phone support	For urgent support needs, contact +844-3755-8373.

Creating A New Project

In this chapter, we will see how to launch a new project.

Planning A Project

You begin a project with certain deliverable items in mind.

Here are a few sample outcomes:

1. **Video**: Presentation, group training, demo, teaser video, kiosk-based interactive mode.

2. **Flash**: Banner for a website, flash screen

3. **PDF**: Brochure, handout for a lecture/exhibition.

4. **PowerPoint**: Presentation,

5. **E-Learning Course for LMS**: Interactive training course with score-management.

6. **Images**: Material to create further documents

Note that often you will want more than one outcomes from a single project. For example, you may want to create a video, a flash banner for a website *and* a pdf brochure.

If you miss any of the expected outputs (or if your client adds a requirement later), you may have to repeat the project with different settings. Therefore you must begin with a careful planning of what is expected out of it.

Find The Success Factors

Depending on the expected outcome for the given project, you have to consider various **success factors**. The following is only a *sample* list of considerations:

1. What is the mode of delivery? Will the user interact with you?
   (Will you need to embed all the information in the product, or deliver some of the information in person?)

2. Is it a simple "start-to-finish" presentation, or will it have branches?
   (Is there additional content that is presented only if/when needed?)

3. Do you want audio?
   (not if the kiosk is in a shared, noisy exhibition hall)

4. What is the size and resolution of your target device?
   (low-resolution devices won't run high-resolution presentation)

5. What is the user's preferred device?
   (Some high-value presentations may be specially created for iPad or HD monitor screens)

6. Does the situation allow interaction?
   (not if the viewers have to walk past the terminal in groups)

7. Will your audience include visually impaired people?
   (The presentation will need Closed Caption and longer duration slides)

8. Is it meant for international audiences?
   (The text and Closed captions will need to be translated later, called "*Internationalization*")
   (You may also have to dub the audio tracks in the other language.)

9. Will you need a **background** for your slides?
   (Corporate logo in a corner? Borders in corporate colors?)

Make a note of these settings, and use them in the next steps.

Prepare An Outline And Storyboard

Prepare the **outline** for your presentation.

First think of only the top-level topics, and make a bullet list, like this:

- Point-1
- Point-2
- Point-3

Next, break down each topic into sub-topics. Repeat till you have visualized the project in sufficient details. This will create a hierarchical outline for your presentation, like this:

- Point-1
  - Point 1-1
    - Point 1-1-1
      - Point 1-1-1-1
      - Point 1-1-1-2
      - Point 1-1-1-3
    - Point 1-1-2
  - Point 1-2
- Point-2
  - Point 2-1
    - Point 2-1-1
    - Point 2-1-2
  - Point 2-2
- Point-3

Tip: Initially, when you are marshaling your thoughts on the subject, you will change your mind very rapidly. This means you need to amend your outline rapidly without creating a mess. For best results, use Microsoft PowerPoint (or **LibreOffice** Impress) in *outline* mode. This allows you to move the topics up/down, insert new topics in the list, delete them, edit the text, etc.

This "top-down" method will save you from a **writer's block** and also help you stay focused on the main subject, and prevent you from straying into unrelated topics.

Next, think what material you need for each of the lowest-level topics: images, icons, screenshots, or a live screen-capture with annotation, etc. Make a note of this against each topic.

For best results, write the script for each topic (what exactly do you want to convey?)

Optionally, create a visual **storyboard** to bring more clarity. (Note: A Storyboard is more useful in creating a video rather than for creating documents.)

Note that your preparations so far have nothing to do with ActivePresenter or any other tools!

Identify Your Sources For Presentation

Now that you are clear about your **success factors** and ready with an **outline and storyboard**, the next step is to think about how to create the content for that presentation.

A major part of your presentation would be created by capturing the "live" action of the target application as you interact with it.

In addition, you may already have some resources that can be readily used in your presentation:

- PowerPoint presentations
- Images/photos/screenshots
- Video/audio clips

In your outline and storyboard, mark the places where each of these resources would be used. This completes the visualization of your project.

Selecting The Content-Generation Method

Typically, only one of these sources plays a predominant role in your presentation:

1. Screen action of a target application captured "live".
2. A PowerPoint presentation.
3. Slide show created from multiple images.
4. Start with a blank project, and add images, video clips and other ActivePresenter projects.

With this in mind, ActivePresenter lets you launch four different types of projects, each suited for a particular content-creation approach. Later, in the **Edit** phase, insert the content of other types wherever required.

However, if your project uses multiple types of resources in equal proportions, launch a different project type for each type of resource. Finally launch a blank project and add all those projects into it, to create the final presentation.

Regardless of the project type (i.e., primary method of generating the content), the resultant presentation has to be edited using a common process, as described in the **next chapter**.

In this chapter, we will see how to launch each type of project.

When you launch ActivePresenter, a welcome screen appears in the ActivePresenter window as

shown below:
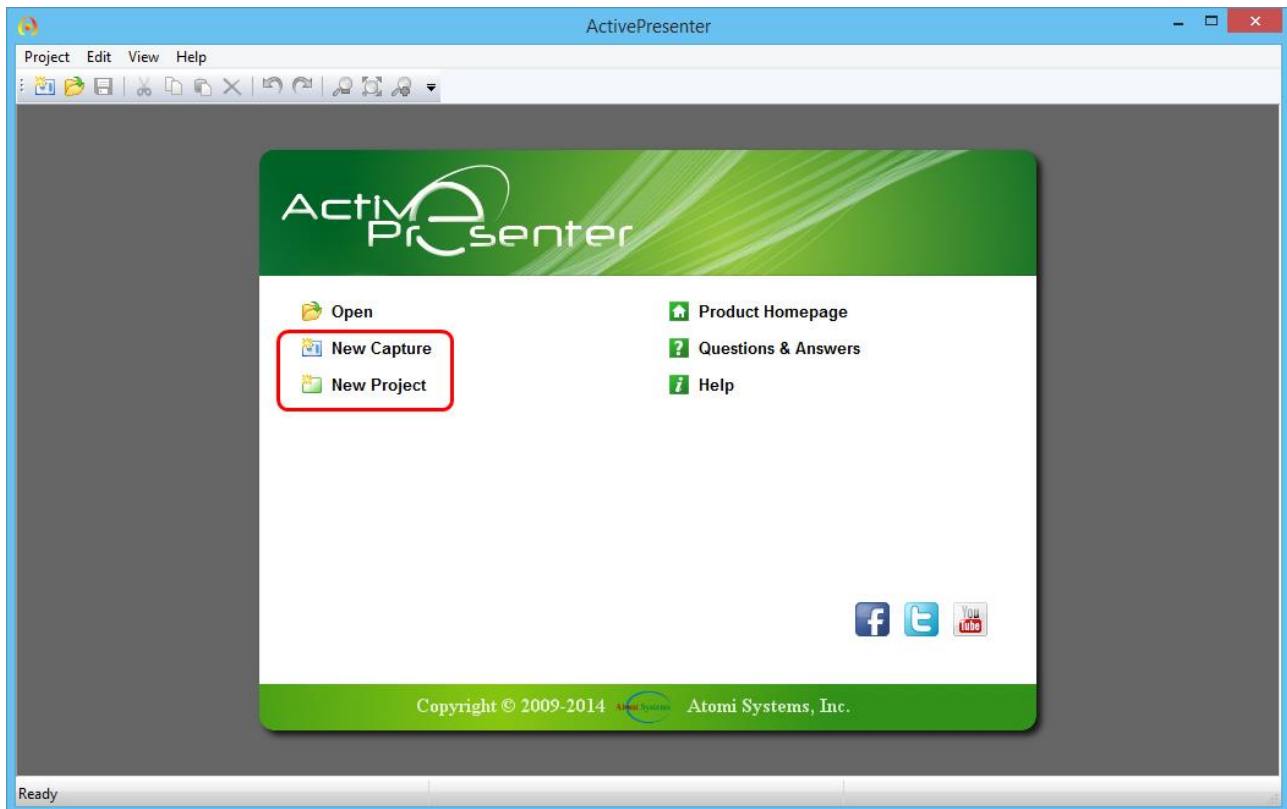
At the bottom, there are links to the facebook and twitter sites of ActivePresenter.

The YouTube link takes you to the latest demo videos that explain how to use new features that appear in each new version of ActivePresenter.

The **screenshot** shows highlight on two options (*New Capture* and *New project*). Both are for creating a new project. The difference is, the *New capture* option starts capturing the screen, whereas the *New project* option offers all four methods to choose from. By clicking on the **New Project** link, you can launch any type of project.

We will see how to launch each type of project in the following sections.

Creating A Capture Project

This is the first (and most prevalent) **content-generation method**. This type of project captures the "live" action on the screen while you are interacting with the target software. Typically, your mouse and keyboard actions would also be captured.

In the **flash screen**, select the **New Project** option.

Immediately, the screen will vanish, to be replaced by a second window, as shown below:
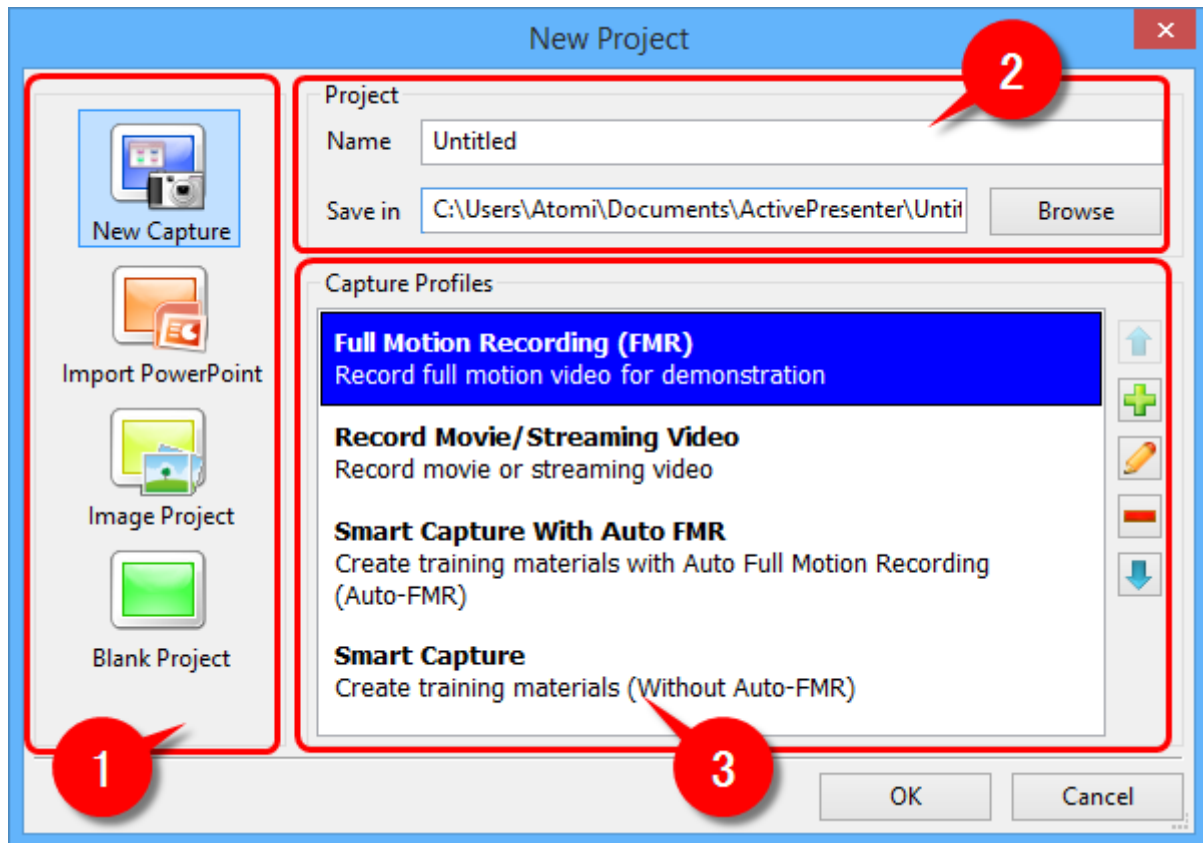
The different parts of the screen work as follows:

1. This section offers the four methods of launching a new project.
    The "Capture" method is selected by default. Leave it selected.

2. In this section, give a name to the new project and select the folder to store it.

Remember that if you plan to insert any videos in this project, the disk must have enough space for those videos *apart from* the captured project's size.

3. This section lists the four **profiles** of capturing:
    Full Motion Recording (FMR), *Record movie/Streaming Video*, *Smart Capture with FMR* and *Smart capture.*

At this time, we will select the FMR method (the **appendix** explains how to select or create an appropriate profile for a given purpose).

Remember that you can change the capture mode even during recording.

The controls at the right allow you to edit these default modes and even create your own profiles. Refer to **appendix** for details.

When you press **OK**, ActivePresenter now needs to know the area of the screen is to be captured and other settings for the new project.

Since the actual capturing is just one step away, your target application must be running at this time. (If not, launch it now, and re-size its window as desired.)

ActivePresenter displays the following window:
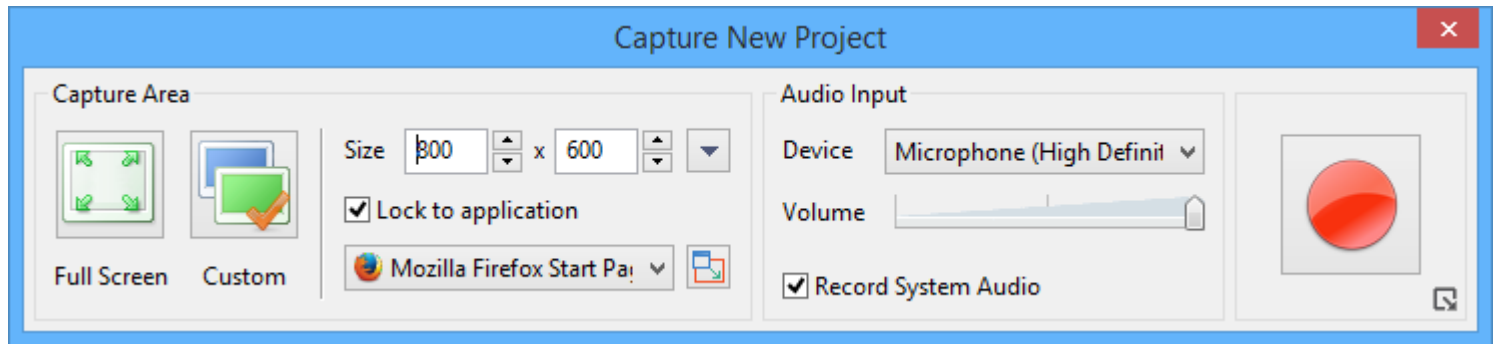
The screen has three parts:

1.   The **Capture Area** section allows you to specify a region on computer screen to capture.

2.   The **Audio Input** section contains options for recording audio in the capture session. ActivePresenter supports recording system audio and Microphone (or another audio input device) simultaneously.

3.   On the very right of the window, a **Start Capture** button (the big red one) is provided, and at the bottom-right corner of the window is the **More Options...** button.

Let us see how these sections work:

The Capture Area Section

This section include two main options are described below:

1.   The **Custom** option allows you to select any rectangle region on screen to capture.
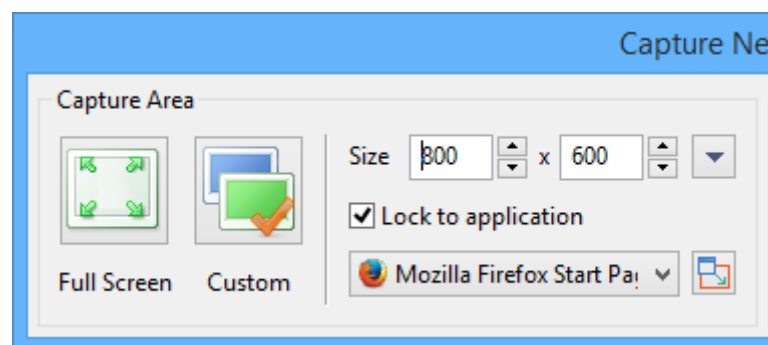
In this mode, a floating green rectangle shows the capture area. (The fancy cross-hair in the middle is just a visual reminder that this is a target-seeker window.)

ActivePresenter will capture only the screen enclosed in this frame, and ignore the rest of the screen. You can drag this rectangle around, and re-size it as desired by dragging on its handles
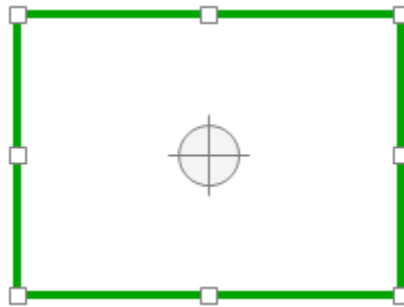
(the tiny gray squares on its border).

You can specify an arbitrary size to capture by entering the width and height consequently into **Size** spin boxes. You can also quickly set the capture size by using the **Preset sizes** button (the down-arrow next to **Size** spin boxes). The **Preset sizes** button offers some most popular video sizes. You can also add your preferred sizes to the list of preset sizes.

The **Lock to application** check-box allows you to select a running application window listed in the underneath box to snap into the capture area. The **Change Lock Mode** button next to the list of applications box provides two options to define the snap behavior. The **Fit To Application** option will resize the capture area to fit into the window of application when the application is selected. The **Fit To Boundary** option will resize the window of application to fit into the capture area when the application is selected.

   2.   The **Full Screen** option provides a quick way to select the entire screen to capture. This
         mode allows you to *temporarily* change the resolution of the screen before doing the
         capture and automatically revert to the previous setting when you finish the capturing.
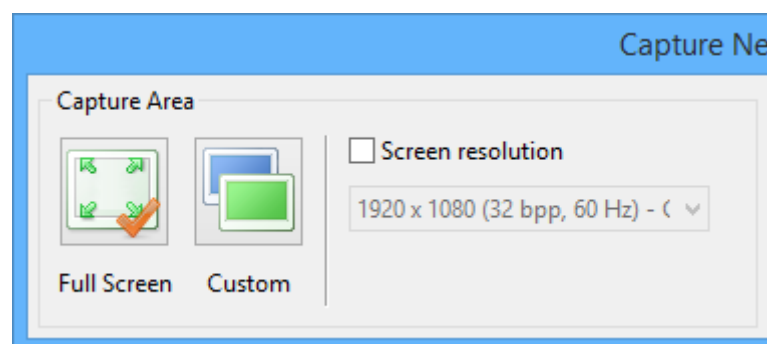
The Audio Input Section

ActivePresenter allows you to record the system audio and one other audio input device simultaneously. Recording the system audio and Microphone at the same time is the most common in practice.
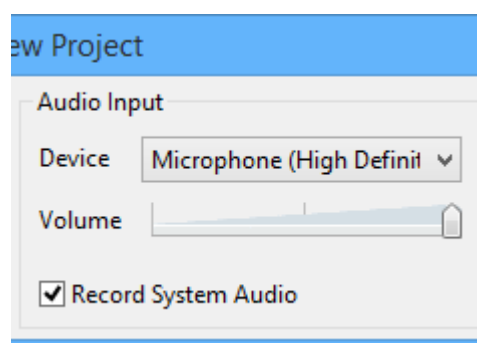
The **Device** box shows the list of audio input devices detected. If you want to record the audio from your Microphone, let select it in this list. On some computer, selecting Stereo Mix, What U Hear, Wave Out, Playback will also record the system audio but using **Record System Audio** check-box is much easier.

The **Volume** slider displays the input audio signal level for the audio input device selected in the **Device** box. You can also change the input volume level of selected audio input device with this slider. For example, you are selecting the Microphone as the input device and speaking something on Microphone to test. If the **Volume** slider displays the signal in red color, you should reduce the input volume value, otherwise the audio quality will be low because the signal is clipped.

The **Record System Audio** check-box allows you to select recording the system audio while capturing screen. If ActivePresenter cannot detect the way to record the system audio on your computer, this check-box will be disabled. Note that on Windows Vista or later, the system audio and audio recorded from selected device in Device box are independent from each other so you can see two audio objects in recorded project. While in Windows XP, they are dependent so there is only one audio object in recorded project.

You may also wonder why there is no volume slider for system audio. There are some reasons for that. The volume of system audio can be changed easily by clicking the sound icon on the very right of the taskbar so we did not add it to avoid flooding the user interface. In additional, you can always change the volume of recorded audio in the editor by using the **Adjust Volume** tool in **Timeline**.

The Start Capture and More Options... Section
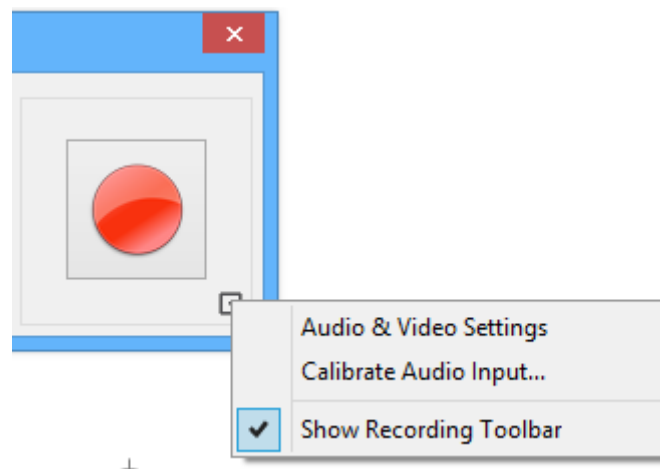
The **Start Capture** button is a big button with the red color. Click on this button to start a capture session.

The More Options… button provides the following options:

1. Select **Audio & Video Settings** to launch the **Capture Profile Editor**, where you can change the settings for audio and video.

2. Select Calibrate Audio Input... to open the **Calibrate Audio Input** dialog which allows you to turn the audio input volume automatically or manually.

3. If **Show Recording Toolbar** option is selected, ActivePresenter pops up a toolbar with all controls necessary to start and stop the recording, and adjust the sound level. The large counter shows the duration of the recording.

> **Note**: If this toolbar is placed inside the capture area, it is also captured, so please be careful when placing this toolbar on screen. For this same reason, this toolbar should not be used when you capture full screen.

Once you are satisfied with all settings, click on the **Start Capture** button (the big red button).

Now ActivePresenter hides in the system tray and captures the target application.

Work with the target application as usual.

After you have finished the action to be captured, click on the button in the system tray. This action pops up the ActivePresenter recording pane.
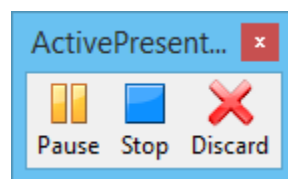
You have now the following options:

1. Click on the **Pause** button to pause the recording.
   The idea is to skip recording for a while and resume later.

2. Click on the **Stop** button.
   This ends the recording, and lets you edit the recorded project.

3. Click on the **Discard** button.
   This aborts the current recording and discards the recorded project.

When you press the **Stop** button, ActivePresenter automatically enters edit mode. The editing techniques are described in the **next chapter**.

Creating A Project From PowerPoint Presentation

This is the second **content-generation method**, where slides from a PowerPoint presentation are used instead of recording the target application.

We will again launch ActivePresenter, and on the **welcome screen**, select the *third* (**New Project**) option.

A **New Project** window pops up.
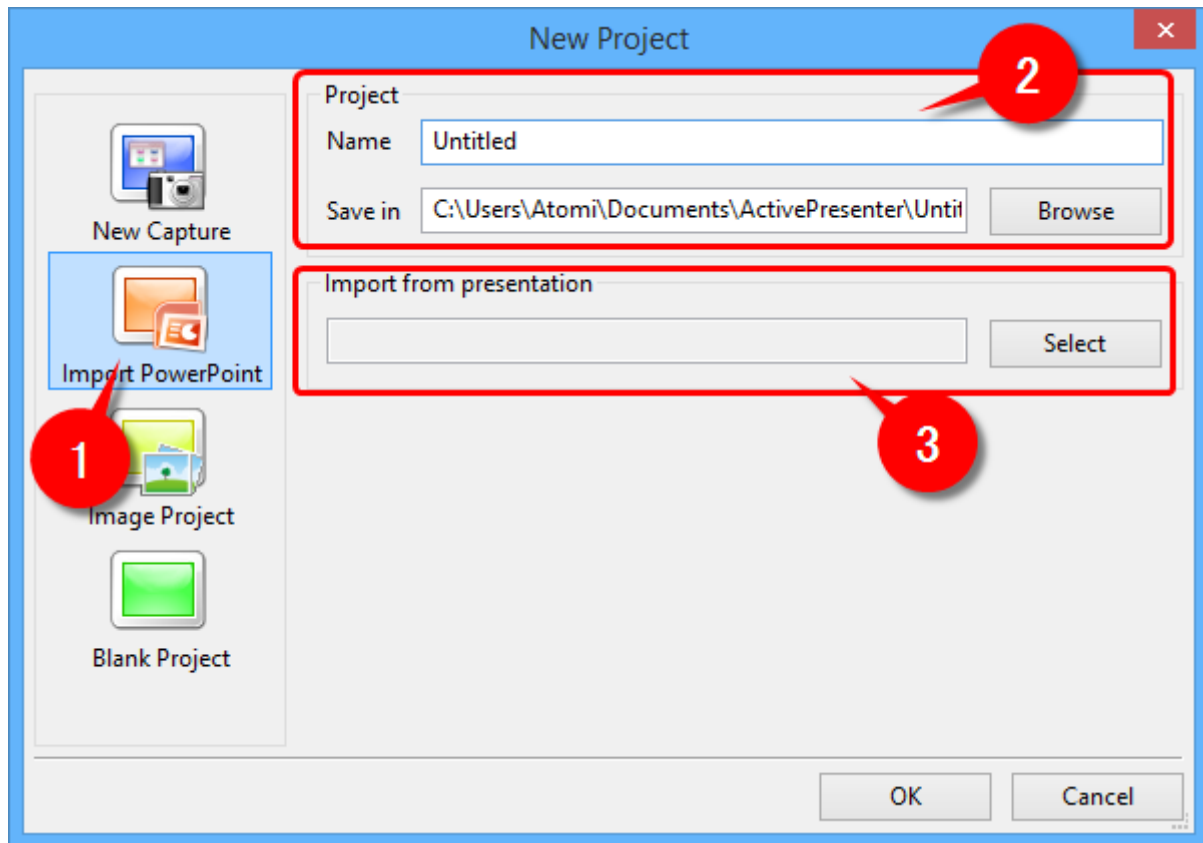
Enter the following details:

1. Select the **Import PowerPoint** option.
    The right side of the window changes as shown above.

2. In this section, enter the project's name, and also select the folder where the project is to be saved.

3. In this section, select the PowerPoint file from where the slides are to be imported.

Note that ActivePresenter cannot handle the odp files used by OpenOffice and LibreOffice.
Therefore, you will have to save these files as pptx first, and then import them into ActivePresenter.

ActivePresenter pops up an **Import PowerPoint Presentation** window.
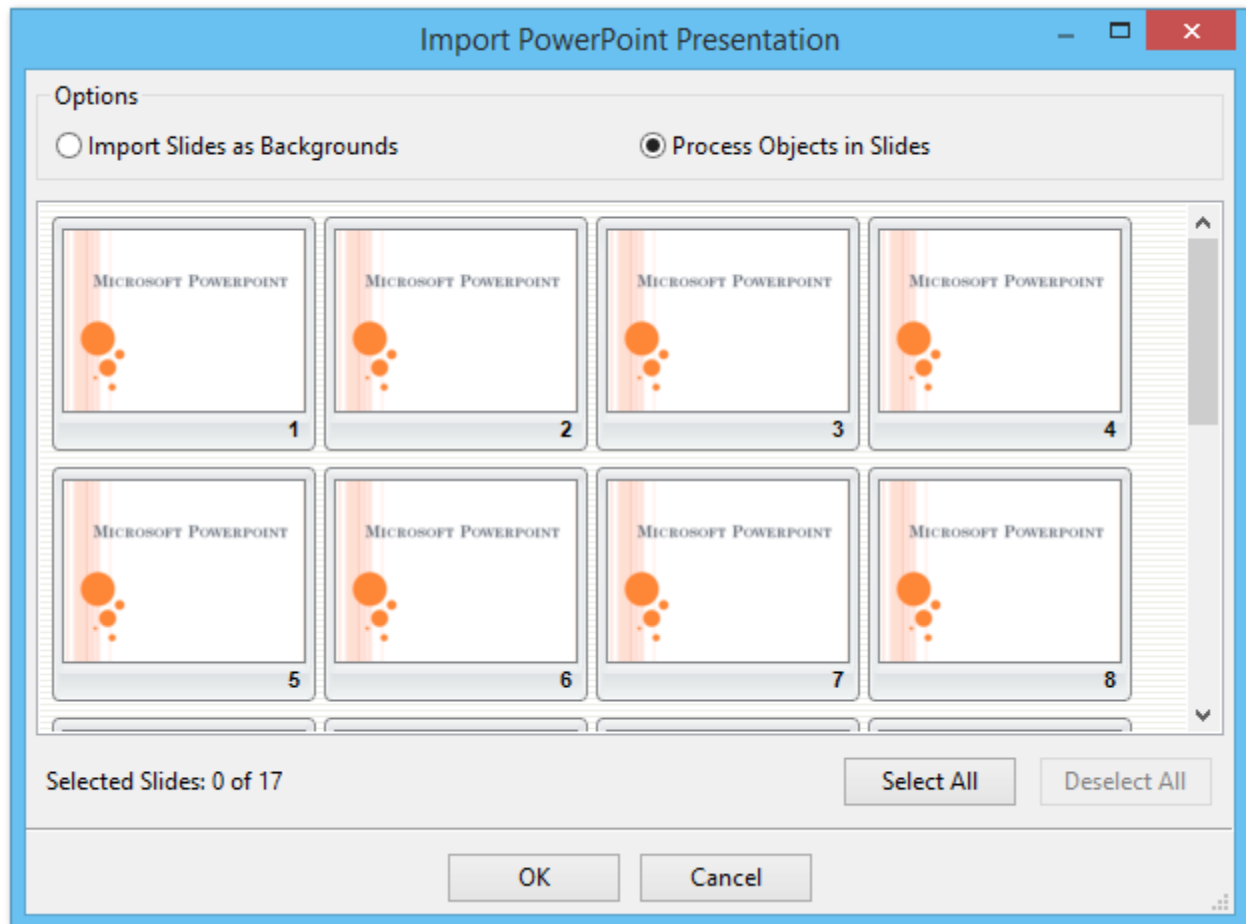
This window offers the following two options:

- **Import slides as backgrounds:** Each slide turns into a **background** image for a corresponding slide in ActivePresenter project. All the separate objects in the pptx slide will be flattened into one image, and you cannot manipulate/animate them. But can add annotations in the ActivePresenter project.

- **Process objects in slides:** All the objects present in each slide are imported in the corresponding ActivePresenter slide. You can manipulate these objects and then annotate the slides in ActivePresenter.

Remember that by default, none of the slides are selected. If you do not select any slides, nothing will be imported into ActivePresenter.

You can select multiple slides by pressing **SHIFT** and **CTRL** keys as you click on the slides. Or else just click on the **Select All** button.

Once you are satisfied with the slide selection, click on the **OK** button.

This imports the pptx file into ActivePresenter.

The next step is to edit this project. The editing techniques are described in the **next chapter**.

Creating A Project From Images

This is the third **content-generation method**, where images are used to create slides in ActivePresenter, instead of recording a target application.

We will again launch ActivePresenter, and on the **welcome screen**, select the *third* (**New Project**) option.

A **New Project** window pops up. Select the third (**Image Project**) option. Immediately the right side of the window changes to show the relevant options, as shown below:
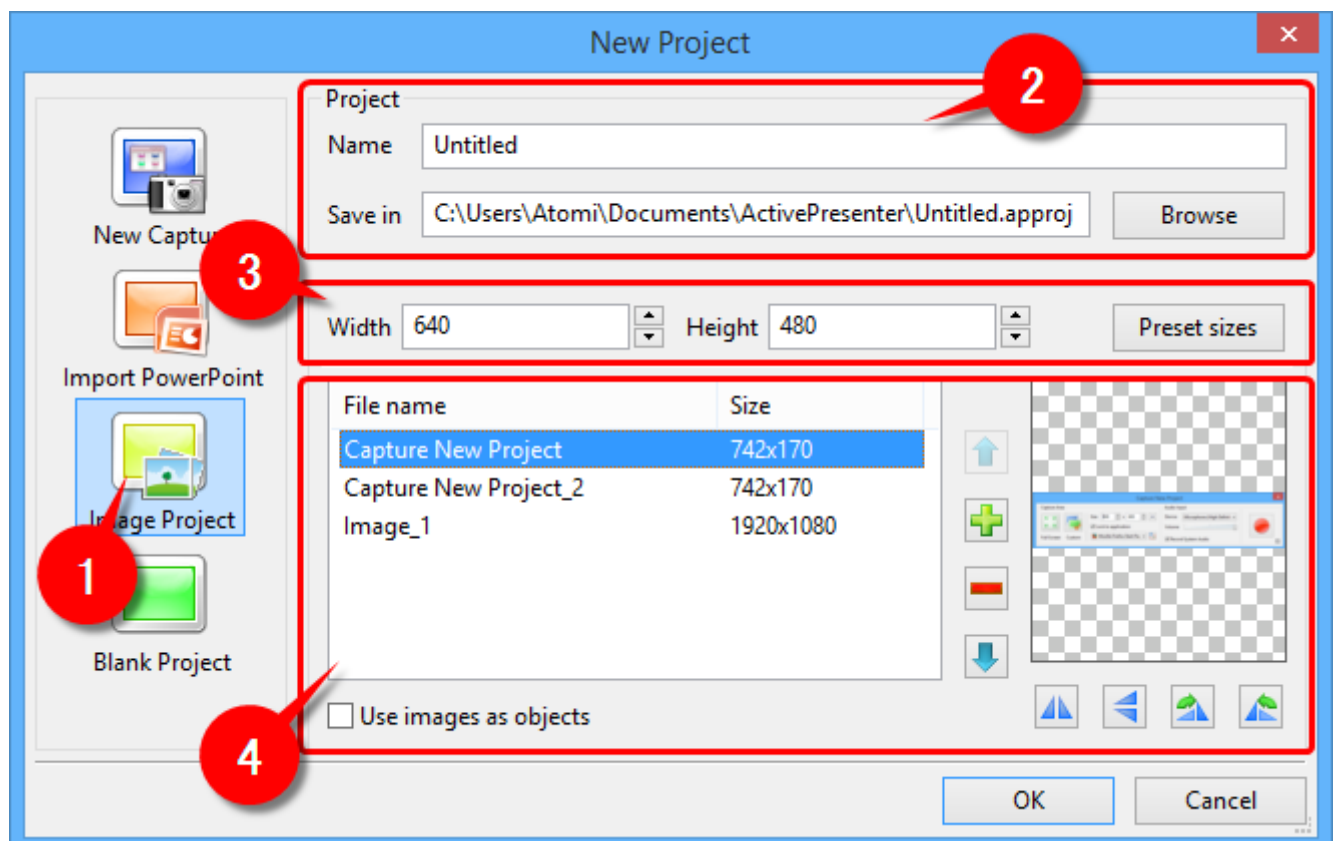
The various parts of this window work as follows:

1. The **Image Project** option

2. In this section, select a name for the new project. Also the folder where the project is to be saved.

Keep in mind that a copy of all images will be saved in the project folder (and also any videos you may add to the project later). The disk must have enough space to accommodate these items.

3. In this section, select a size for the project's canvas. The **Preset sizes** button offers multiple popular video sizes (including the VGA, 720p and 1080p).

While selecting the canvas size, keep in mind the size of images you would be using. If the canvas is too small for the image, the image will be clipped.

You can re-adjust the canvas size *after* inserting all the images. (ActivePresenter displays the size of all images, which makes it easy to find the largest height/width and set the canvas size accordingly.)

4.   This section lets you insert images.

First click on the ⊞ button to insert an image. This pops up a browse window. You can navigate to the desired folder and select an image file.

The list of all images appears in the left pane, as shown. Note that ActivePresenter displays the size of each image. This lets you adjust your canvas size to fit the largest of the images (to avoid clipping).

To remove any image from the list, click on it and then click the ⊟ button.

To change the order of the images, select any image and then click on the ⬆ or ⬇ buttons to move it up or down in the list.

ActivePresenter shows a preview of the selected image in the right pane. You can flip or rotate the image using the four buttons at the bottom of the right pane.

If you select the **Use images as objects** option, each image will be inserted on a different slide as an object. But if you do *not* select this option, then ActivePresenter will place each image as the **background** of each slide.

Click the **OK** button. A new project is launched, with all the selected images.

The next step is to edit this project. The editing techniques are described in the **next chapter**.

Creating A Blank Project

This is the fourth **content-generation method**, where you get a blank canvas.

Now *wait* a minute! *Why* would you need a blank project (without any content)?

The answer is, to create a "hybrid" project, that has a bit of everything: Slides from other ActivePresenter projects, images, video/audio clips, etc.

To launch a blank project, launch ActivePresenter, and in the **welcome screen**, select the *third* (**New Project**) option.

A **New Project** window pops up. Select the fourth (**Blank Project**) option. Immediately the right side of the window changes to show the relevant options, as shown below:
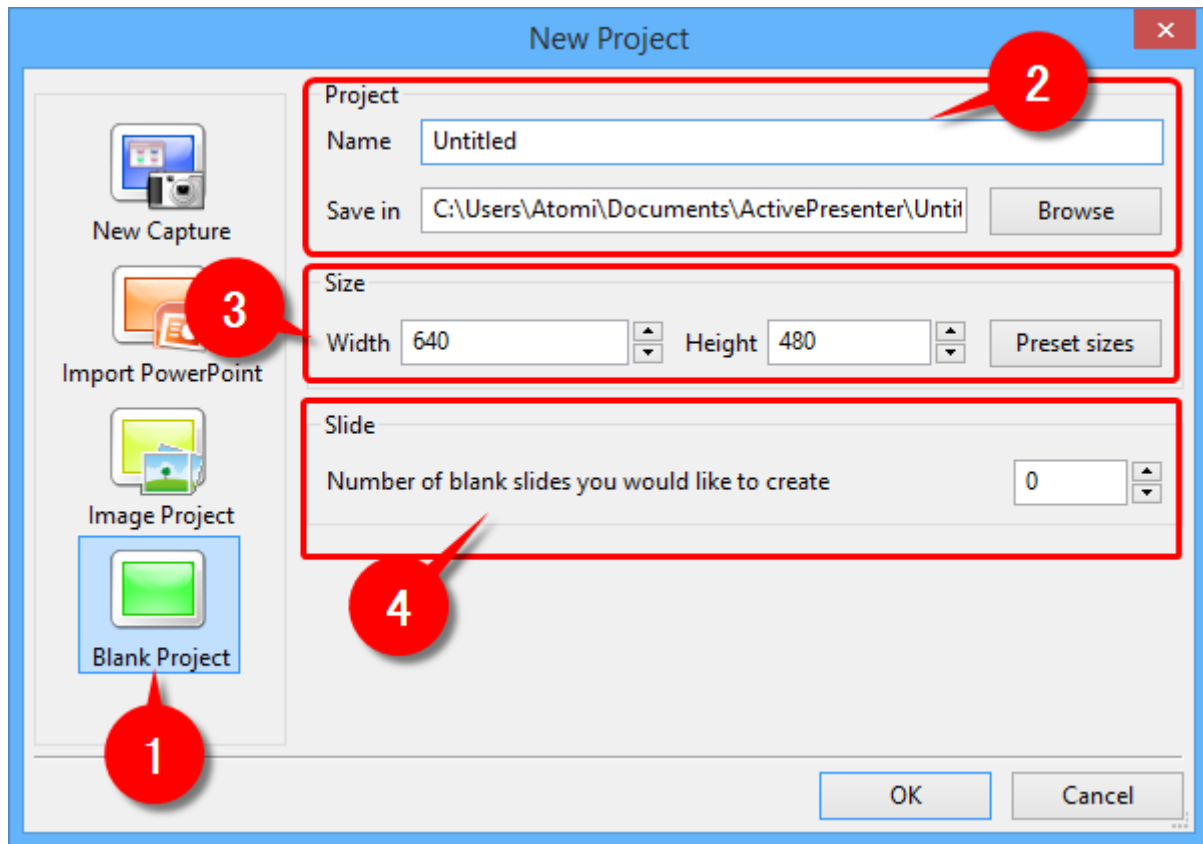
The various sections of this window work as follows:

1. The **Blank Project** option

2. In this section, select a name for the new project. Also the folder where the project is to be saved.

Keep in mind that you are likely to insert a wide variety of objects (images, video clips, etc.) in a blank project. All these files will be saved in the project folder. The disk must have enough space to accommodate these items.

3. In this section, select a size for the project's canvas. The **Preset sizes** button offers multiple popular video sizes (including the VGA, 720p and 1080p).

Keep in mind the largest item you would be inserting in the project, and adjust the canvas size accordingly.

4. This section lets you insert any number of slides. This is just for convenience: You can add new slides at any time later.

Click the **OK** button to launch the project.

Since this type of project does not have any content, all content has to be added using editing techniques described in the **next chapter**.

Saving A Project

You can save a project by clicking on the button, or using the **CTRL+S** shortcut, or the **Project>Save** menu option.

Note that when you save a project that was created with an older version, ActivePresenter automatically saves it in the new format. Such files cannot be opened with the older version of ActivePresenter. However, most users use the latest version of ActivePresenter, so usually this is not a problem.

ActivePresenter warns you when you try to save such a project:
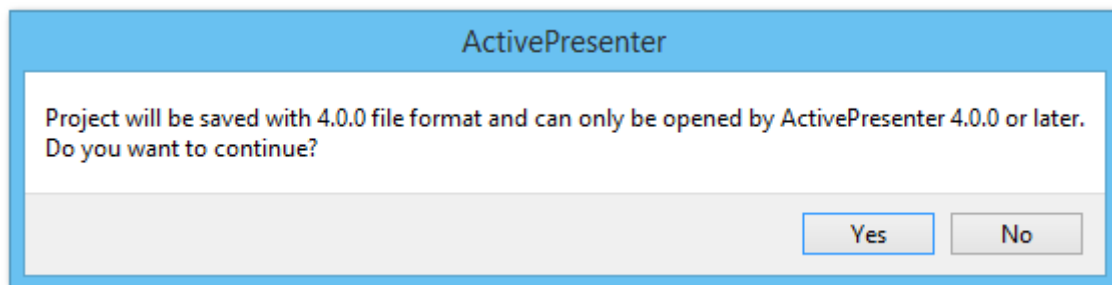
Closing The Project Without Saving

When you try to close a project, ActivePresenter checks if there are any changes vis-a-vis the last saved version. If so, it will alert you whether you want to save the changes made to the project. Just select **No**.

Shrinking A Project

Often a project has many unused resources, including some **new resources that you create** during the course of the project.

You may choose to get rid of those unused resources and reduce the size of the project.

Use the **Project > Shrink Project** menu option.

A window pops up:
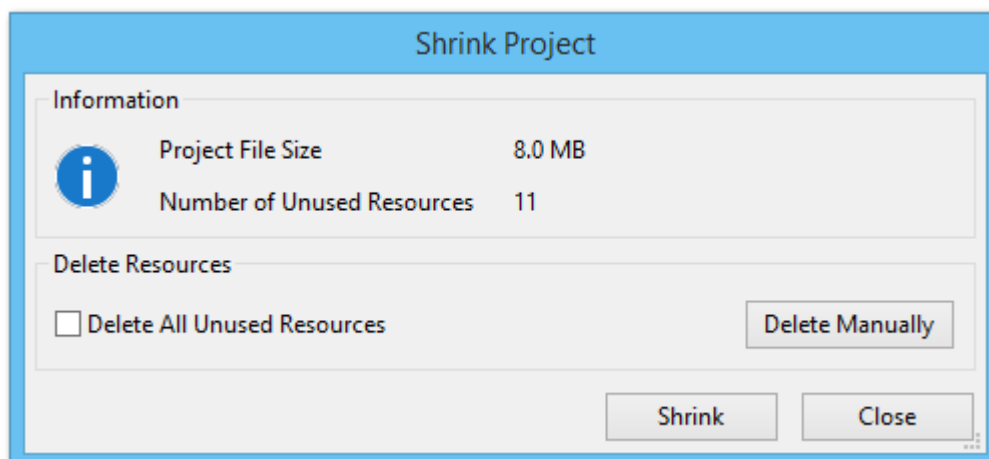
This sample shows that there are three unused resources.

You can select the **Delete all unused resources** check box and click on the **Shrink** button. This removes the unused storage space and reduces the file size on disk.

You also have the option to manually check all the unused resources before deciding whether to delete them. In fact, if this is a new resource created within this project, you may want to export it as a file, to create an asset for yourself. In that case, click on the **Delete Manually** button.

This pops up another window:
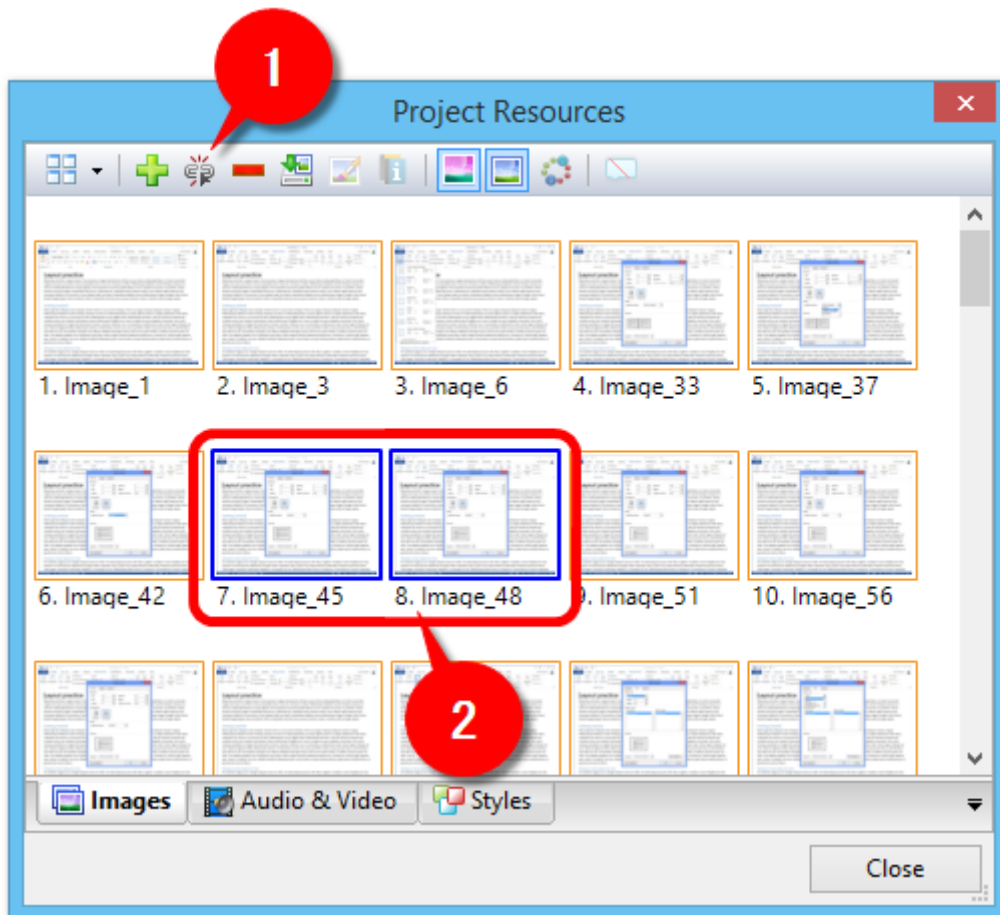
You can also click on the **Select unused resources** ⬚ button (1). ActivePresenter will select all such resources (2) for you. Check them out visually and decide whether you would like to save (export) them.

- Pressing the ⬚ button in the *Image* tab exports all selected images at once.

- Pressing the ⬚ button in the *Audio and video* tab exports all selected audio/video resources at once.

- Remember that if you don't export any unused resource, it will be lost when you shrink the project.

Opening An Existing Project

You can open an existing project in various ways: Press **CTRL+O**, or use the **Project>Open** menu, or click on the 📂 button in the toolbar.

You can also click on the **Open** option on the flash screen that appears when ActivePresenter is launched.

All these options allow you to browse your folder system to select a project file.

Opening Multiple Projects Simultaneously

You can open multiple projects in ActivePresenter. By default, ActivePresenter shows only the last opened project. However, you can use the options in the Window menu to view the projects in cascade mode, horizontally tiled mode or vertically tiled mode.
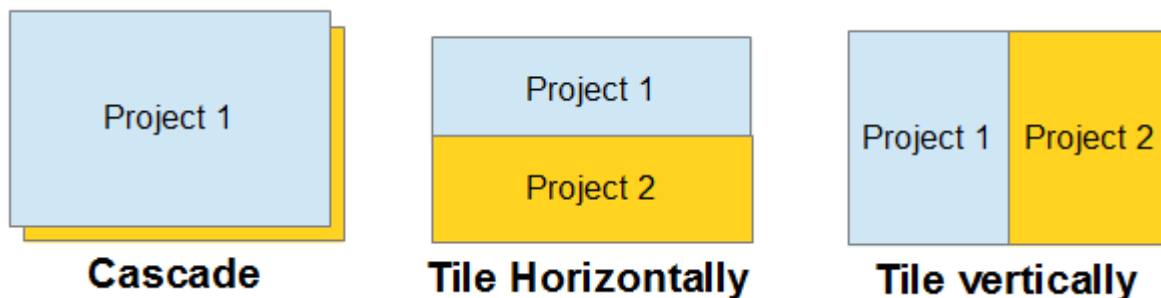
The tiled modes are useful if you want to copy-and-paste slides from one project to another.

You can also minimize any/all projects by clicking on the Minimize ⎯ button of the Project Window (*not* of the ActivePresenter window). The project collapses to a small icon, as shown below:

You can drag this icon anywhere on the screen.

If you have opened and minimized multiple projects this way, their icons would be floating in the ActivePresenter window.

If you want to line up all icons in one place, use the **Window>Arrange icons** menu command.

 (Note that the icon for the current project looks darker than the other icons.)

Now you can restore any of these project window by clicking on its ⧉ button, or maximize the project window by clicking on its ▢ button.

Editing A Project

The **previous chapter** describes how to create a new project by capturing an application, or by importing slides from PowerPoint file, or by importing images. (As discussed, each "type" of project refers to what *kind* of content is added to the project.) Finally we saw how to combine these different types of projects into a blank project.

At this point, the captured content is "raw", and usually not presentable to your target audience.

In fact, the content may not be even complete, because each project **type** can only capture only one type of content. You have to add the other types of content to complete the project.

The *real* value-addition comes only when we edit the project to add annotations (shapes, audio/video clips, voice narration, closed captions, etc.), and (optionally-) make the presentation *interactive*.

All this is done in the edit phase of the project. These editing techniques are common for all types of projects.

The following sections show how to edit a project.

Overview Of The Editing Process

All editing is done in the **Edit Window**, which pops up automatically when-

1. You finish creating a new project, or-
2. You open an existing project.

Therefore, first let us familiarize ourselves with the **Edit** window and then see the actual editing process.

The Editing Window

The Edit window is shown below:
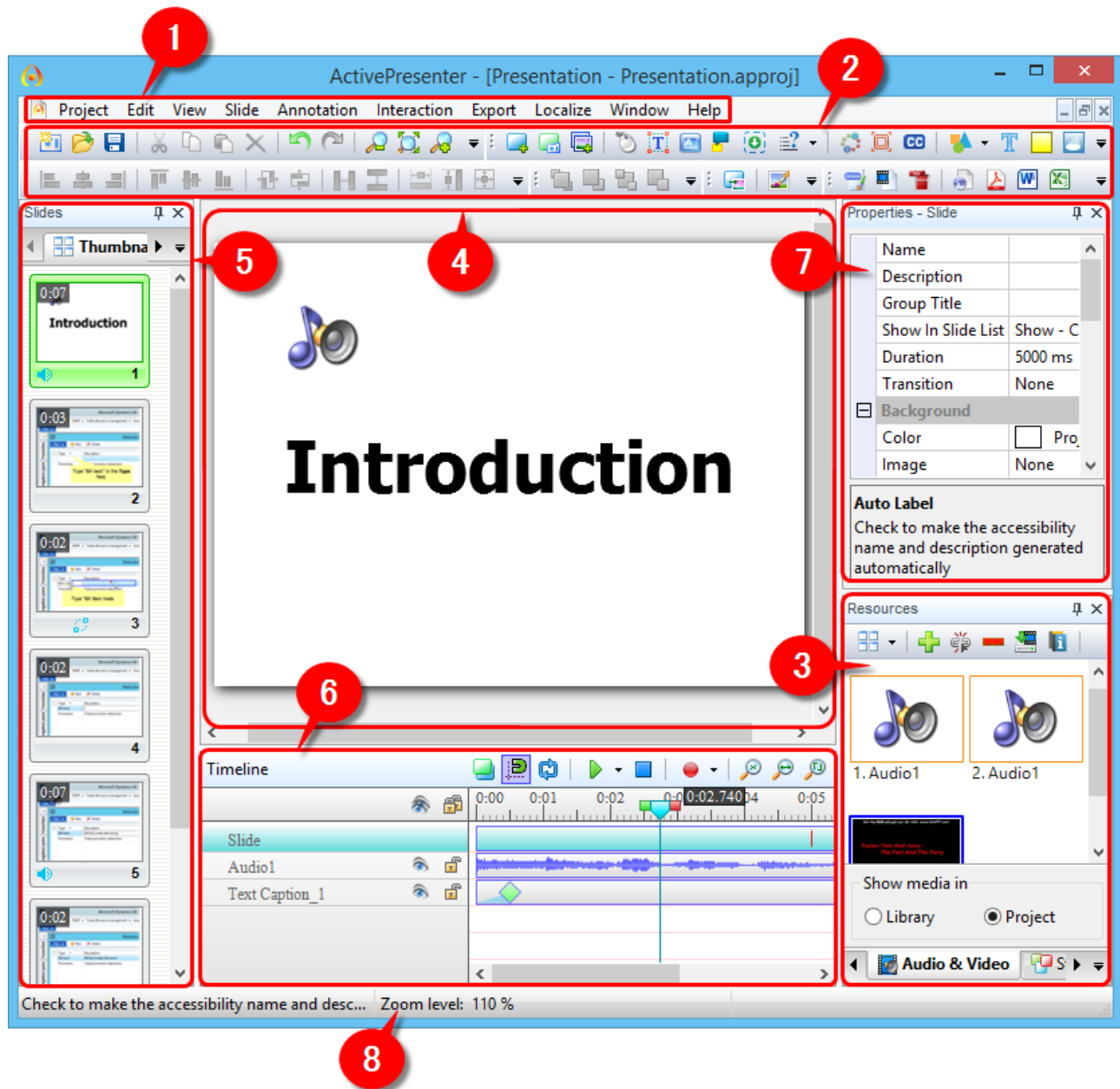
The window has eight interlinked areas. If you carry out any activity in one area, the result is reflected instantly in the other areas (as applicable).

The window works as follows:

1. The **menu system** provides all the commands that are needed for editing purpose.

2. The **toolbars** provide buttons for the frequently used commands.

3. The **Resources pane** shows the global and project-level **resources**.

To add any resource to the current slide, drag-n-drop it from here into the Canvas pane (4).

4. The **Canvas pane** shows the slide. (It acts like a canvas for painting, and hence the name.)

All of your *spatial* editing is done here visually: It shows the captured scene, and allows you to add the other annotation/interaction objects as required.

You can also adjust the relative positions of all items in horizontal and vertical directions. You can also make a stack of objects (where objects partly/fully overlap) to create special effects.

5. The **Slides pane** has two tabs, which show two different views of the slides:

- In the **Thumbnails** tab, miniature view of the slides is shown. This area acts as slide sorter (you can drag-n-drop slides to shuffle their order).
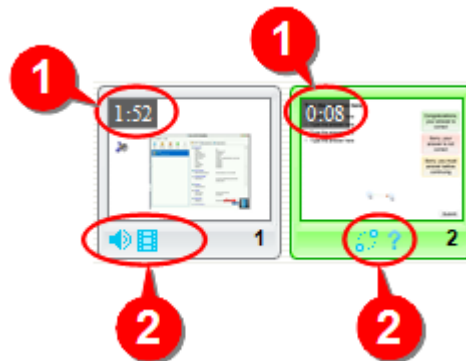
The duration of each slide is marked in the top corner of the thumbnail (1) in *mm:ss* or *hh:mm:ss* format.

The current slide is highlighted in green (here, slide#2).

When you insert specific annotation/interaction objects, this pane shows overlays at the bottom of the slide (2).

- In the **Titles** tab, you can provide the titles (names) for each slide. This lets you visualize the outline of the entire presentation.

6. The **Timeline pane** shows the slide against time axis. Its main function is to show all the objects against time, and let you adjust the entry and exit points of all the objects.

In fact, the Canvas pane always shows the slide at a particular moment that you select on the Timeline.

Timeline also lets you play the current slide to check the effect of your adjustments. You can play the slide for only a selected portion of the Timeline to focus on what happens during *that* slice of time. You can also play the slide in loop mode (endless play).

You can play the slide and record your voice in real time.

The **Using The Timeline** appendix explains the functioning of Timeline in detail.

7. The **Properties pane** lets you edit all the physical and behavioral properties of the object that is selected in either the Canvas Pane or the Timeline Pane.

When you select any property, its explanation appears at the bottom of the pane.

8. The **Status Line** shows the current state of the project, and the zoom level currently used in the Canvas pane.

The Editing Process

The project is edited in three distinct steps:

1. **Project-level editing:** Since the project is made up of slides, we essentially deal with slides in this step – Sort the slides in the correct order, remove redundant slides, get slides from other projects, name all slides, and add new slides to bridge a gap in the presentation.

This is the stage where you populate a **blank project** by inserting slides from other project types.

This is also the stage where you can insert the non-predominant type of content in any project (for example, in a **capture type project**, you can add slides from PowerPoint or images).

2. **Slide-level editing:** In this step, we fine-tune each individual slide. Since a slide is made up of objects, we essentially deal with objects in this step – Insert objects (shapes, text, interactions, video clip, audio clip, highlight, closed captions, etc.), and add voice over (commentary).

Next we adjust the properties of each object, both in the Canvas pane and also in the Properties pane.

Then we preview the slide, and adjust the objects on the Timeline (adjust the timing of its entry/exit and also manipulate its sequence amongst all objects of the slide).

Finally we play each slide separately and optimize it by adjusting all objects one final time.

3. **Advanced editing:**

   - **Making the project interactive:** This involves inserting questions, and also adding actions that deal with correct and incorrect responses from the viewer.

   - **Making the project accessible:** This means making the project available to as many people as possible. More specifically, we edit the project so that viewers with disabilities can perceive, understand, navigate, and interact with the project output.

   - **Localizing the project:** Here, we adapt the project to a particular language, culture, and desired local look-and-feel.

The following sections provide more details of these steps.

Remember that if you commit any mistake, you can reverse any number of steps by pressing **CTRL+Z** for the required number of times. And in case you have pressed **CTRL+Z** too many times, you can cancel them by pressing **CTRL+Y** (called "*re-do*" operation).

Project-Level Editing

As mentioned before, this is the start of the edit cycle, in which we take a bird's eye view at the project and make coarse adjustments.

Naming The Slides

Before you can do anything, you must name the slides based on their function. This helps in the next step of **sorting the slides**, and later inserting **navigational controls** (for example, to enable jumping to a particular slide, etc.).

To name a slide, follow these steps:

1. In the **Slides** pane, select a slide by using either **Thumbnails** or **Titles** tab.
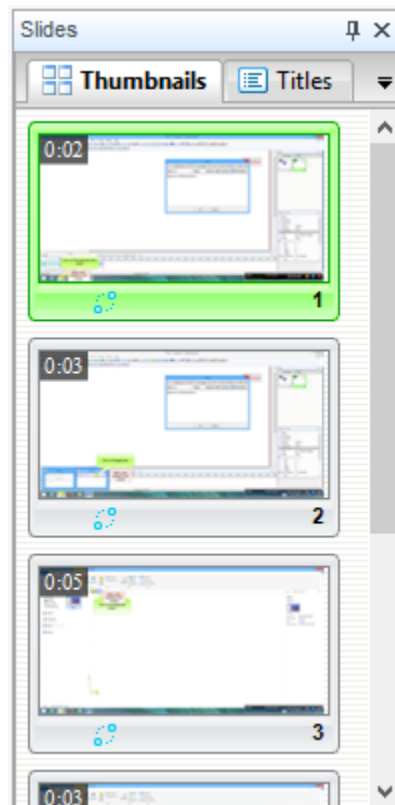
2. Go to the **Properties** panel and click in the **Name** field and type a new name. You can also use some simple HTML tags (<b>, <i>, <u>, <span>…) to format the name of slide. Press **ENTER** to confirm the change.
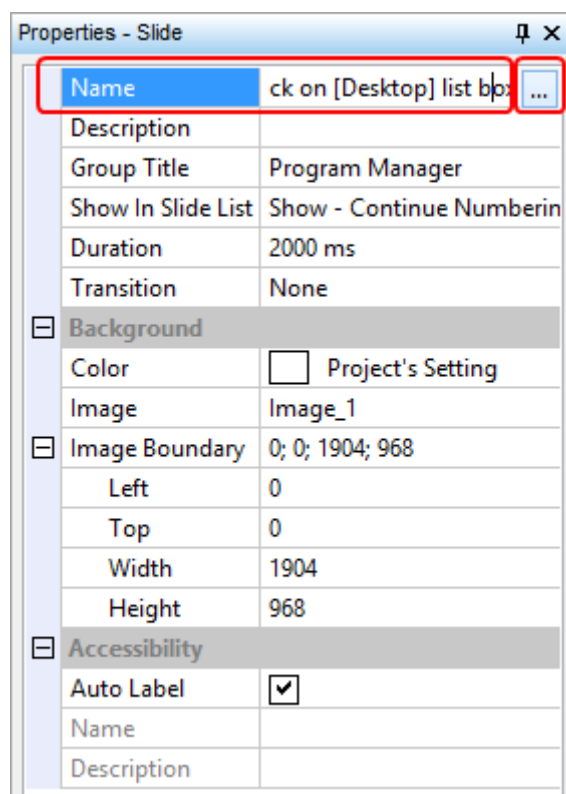
3. If you want to format the name of slide in a visual way, you can click the button on the right of the **Name** field to launch the HTML editor. The editor contains the most common formatting functions to change the name of slide. After editing, click **OK** to confirm the changes.
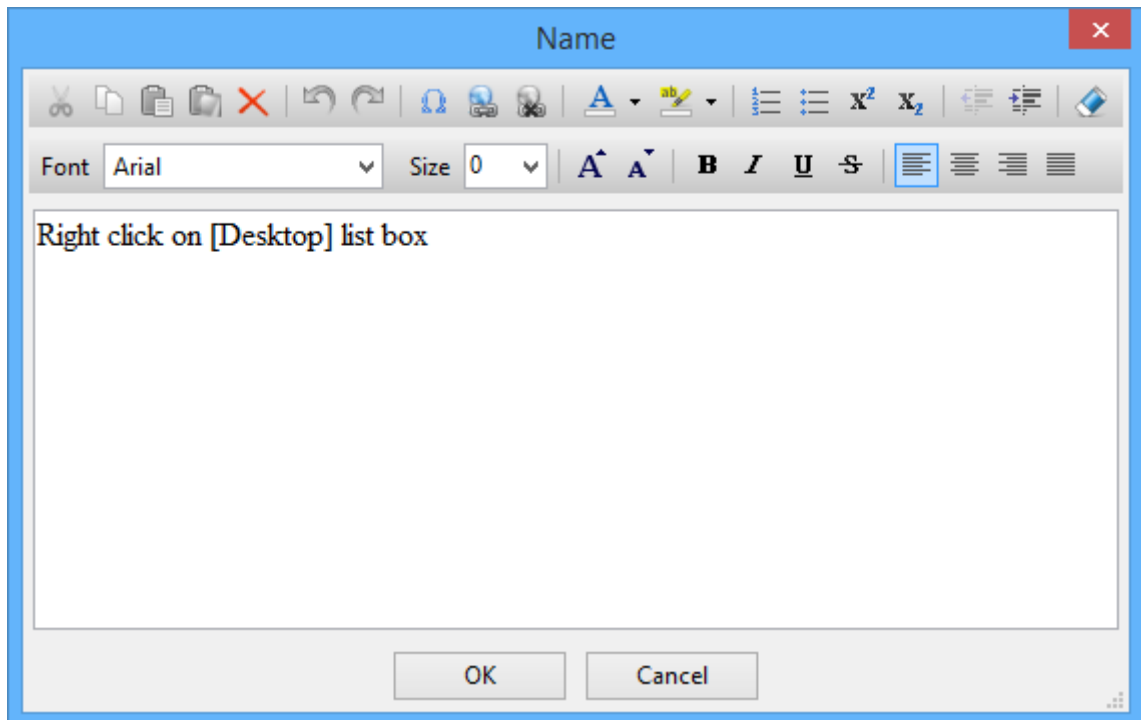
Note that you can select multiple slides to rename at once. To rename a single slide, you can also double-click the slide in the **Titles** window to launch the HTML editor.

Sorting The Slides

Now that the slides are named after their function, it is easier to recognize them in a list.

In the **Slides** pane, switch to **Thumbnails** tab. Here, you can drag-n-drop any slide to a new position.

As you drag the slide over the other slides, they move aside to make space for it. If you release LMB, the slide will drop in the gap below.
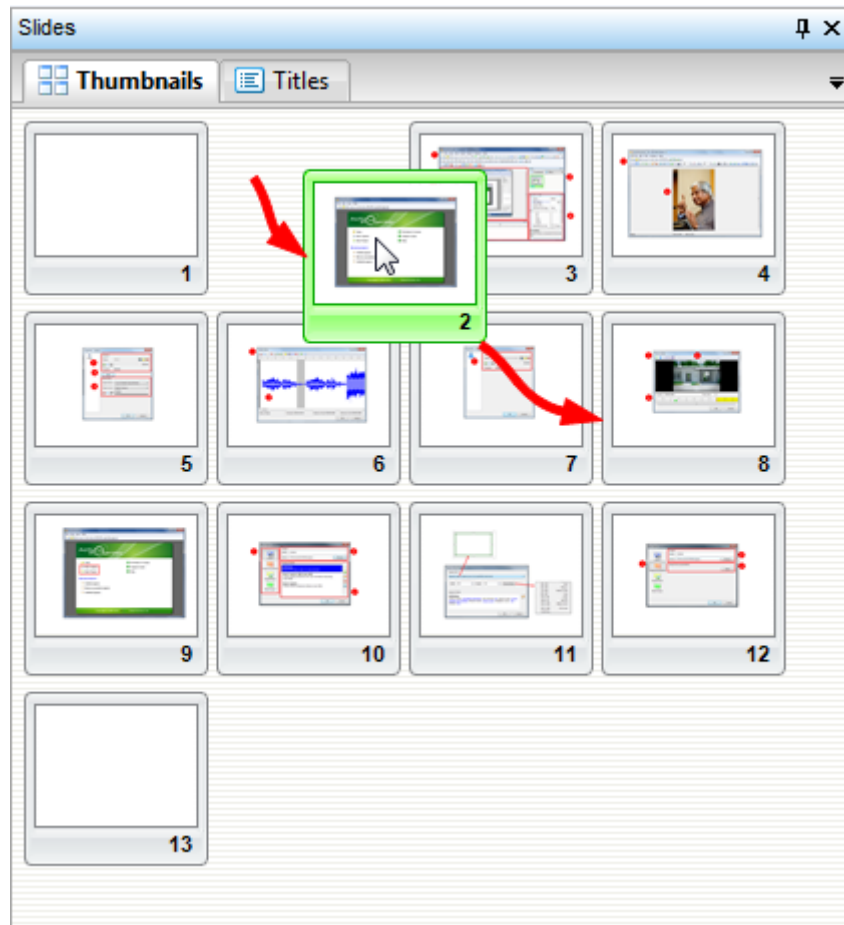
The current slide is highlighted in green, as shown above. Also note that while a slide is dragged, it retains its original sequence number (in this example, 2). In case you change your mind, this number will help you remember where to drop it back.

Once in a while, switch to the **Titles** tab to check if all slides are ordered correctly.

Note that the **Thumbnails** tab provides an option to change its view mode as shown in two figures below. The default is one column mode in which the thumbnails of slides automatically resize to fit the available width. The other is the fixed size mode in which the thumbnails have a fixed size and are displayed in several columns depends on available width.
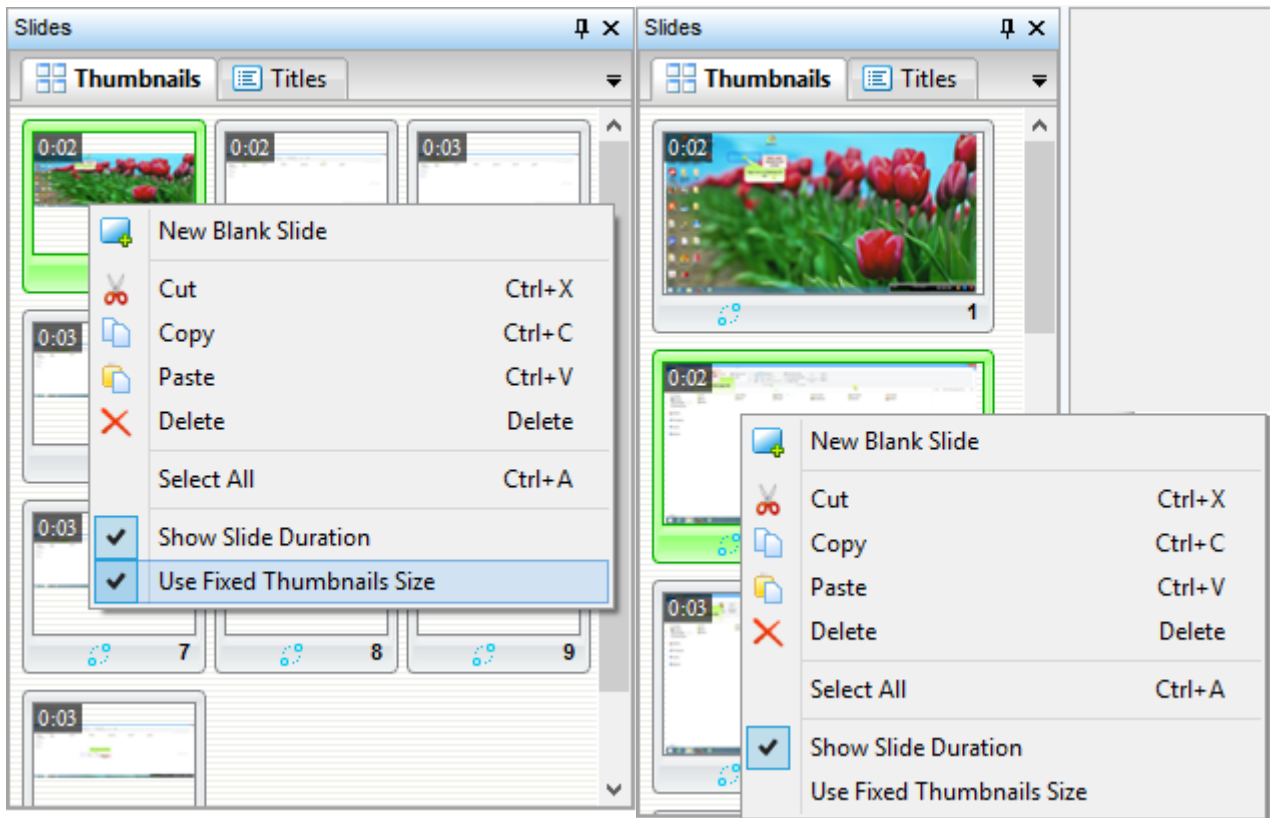
Inserting Slides

At this stage, you are likely to find that the presentation has some gaps in it. ActivePresenter allows you to insert additional slides using the following techniques:

1. Insert blank slides and then insert any desired elements in them

2. Create new slides by fresh screen-capturing

3. Create new slides by importing images

4. Copy slides from another ActivePresenter project.
   (Either an archived project, or a project where you inserted content of different type.)

5. Create new slides from a PowerPoint file

These options are described in depth below.

Inserting A Blank Slide

A blank slide acts as a blank canvas (a placeholder) for other objects.

For example, if you want to add an image, video or audio clip in a project, you need a slide.

Now this slide can be an already existing slide (one that already contains other objects). But usually objects like a video clip do not share screen space with other objects (unless you want to show the video in a part of a screen, like *Picture-in-Picture*). Therefore you need a blank slide.

Some important uses of a blank slide are as follows:

1. Make the title of the presentation

2. If you have divided your presentation in different chapters/topics, make title of the chapters.

3. In a long presentation, insert "*coffee break*" slides.

4. At strategic points during the presentation, insert blank slides to allow audience participation.

5. At the end of the presentation, insert an "*Any questions?*" slide.

6. The final "*Thank you!*" slide, with your corporate logo and address.

7. Insert an external video

8. Insert two comparative videos side by side and run them in parallel
(e.g. a *"before* vs. *after"* comparison, a *"wrong* vs. *right"* demo)

To add a blank slide:

1. Click on the ⬛ button in the main toolbar, or use the **Slide>Blank Slide** menu option. The new slide is inserted *after* the current slide. ActivePresenter keeps displaying the current slide. You may switch to the new slide manually.

2. In the **Slides** pane, right click on an existing slide. From the context menu that appears, select the **New blank slide** option.

This method works in both **Thumbnails** and **Titles** tabs of the pane.

A blank slide has the following properties:

Property	Default value	Remarks
Name	Blank	Title of the slide. When planning navigational jumps amongst slides, their titles are very useful. Base it on the content of the slide.
Description	Blank	Your comments about the content. While exporting the project to document formats (PDF, MS Word, Excel, PowerPoint), you can choose whether to export slide description. For example, if you plan to present the slides personally, you can enter your speech associated with the slide in this field (equivalent to the "Notes" field in PowerPoint).
Group Title	Blank	For creating groups. Slides with the same group title will automatically belong to the same group. (ActivePresenter does not have a separate mechanism to define slide groups.) Take care in entering names: A small spelling change will put the slide in a different group! (White spaces also count.) It's better to select several slides and change group title at once in Properties pane. This is used if you export the project to document formats (PDF, Word, Excel) in *compact* mode. In compact mode of export, only one image is exported for each slide group.
Background Image	None	Slide **background** in ActivePresenter is mainly used for the image of a step (where to click, what key is pressed) in interactions chain when

		creating software tutorials. A background image can also be used for other purposes, such as show a corporate logo throughout the presentation, set different backgrounds for different segments/subjects of the presentation, show a theme, etc. Click button to edit the background image.
Background Position	0,0,0,0	There are four parameters here: 1. x-offset from top-left corner (default=0) 2. y-offset from top-left corner (default=0) 3. Width of the **background** image 4. Height of the background image Changing the width and height scales the original image.
Background Color	Project's settings	The part of canvas that is not occupied by the background image takes this color. By default, all slides of a project has the same color (set by the project's settings menu). But you can change the background color of any slide. Click and select from the available palette of colors.
Duration	5000 ms	You can set the duration of each slide in milliseconds. This duration is represented as a slide bar in Timeline. Note that you can also set the duration of the slide on the Timeline (by moving the red tick on slide bar). This is only the default value to start with: If any object in a slide ends after this time limit, ActivePresenter automatically extends that slide's duration to display all objects.
Transition	None	This is the visual effect when the presentation enters this slide. Select from *None, Fade In*, *Fly In* and *Wipe.*
Accessibility		Define properties that make the slide accessible by viewer with disabilities when viewing the project output.
Auto Label		If this property is selected, accessibility text will be generated automatically from the slide name and slide description.
Name		Accessibility name of the slide. Screen reader will read this text aloud when the slide appears.
Description		This provide more information about the slide. Screen reader will read this text aloud when the slide appears, after reading the accessibility name.

Inserting New Slides By Fresh Capturing

This technique is mainly used when your primary project was created using either from **PowerPoint** or **Images**, and now you want to add complementary slides by capturing the "live" action on screen while operating a software.

This is equivalent to launching a new **Capture project**, but with the difference that the newly captured slides are inserted in the current project, rather than opening up a new project.

The new slides from this instant capture project are inserted *after* the current slide.

The procedure is same as launching a new Capture project.

Inserting Images As Slides

This technique is mainly used when your primary project was created using either from **PowerPoint** or **Capturing**; and now you want to add complementary slides by inserting images as slides.

This is equivalent to launching a new **Image project**, but with the difference that the newly created slides are inserted in the current project, rather than opening up a new project.

The new slides from this instant Image project are inserted *after* the current slide.

The procedure is same as launching a new Image project.

Inserting Slides From Another Project

This technique is mainly used when you have launched a **Blank project**, or if you want to add complementary slides in an existing project of any **type.**

Often the slide you want are already available in other ActivePresenter projects. All you need to do is to copy those slides and insert them in the current project at the appropriate places.

Here is the procedure:

1. While the current project is open, open the another ('*donor*') project.
2. Use the **Window>Tile Vertically** menu option. Now ActivePresenter displays both projects side by side.

If you prefer, you can use the *Cascade* or *Tile Horizontally* options.

3. You are going to use the **Slides** pane of both project. First, switch to **Thumbnails** tab in both projects.
4. Now click on the desired slide from the other project and press **CTRL+C** (or use the **Edit>Copy** menu). This places the selected slide on the clipboard.

Instead of selecting a single slide, you can select multiple slides by using **SHIFT+Click** and/or **CTRL+Click**.

5. Now switch to the "home" project, and in its **Slides** pane, click on the slide *after which* you want to paste the copied slides.
6. Press **CTRL+V** (or use the **Edit>Paste** menu).

This pastes the slide after the current slide in the "home" project; along with objects, **background**, slide properties and all resources that are referenced by the "source" slide and its objects.

Note that the imported slides and their objects always keep their original size and position (they are *not* rescaled to match the home project).

If the donor project and the home project do not have the same canvas size and/or resolution, some imported objects may lie outside the slide canvas. Therefore always check all imported slides and edit them as necessary.

In a future version of ActivePresenter, three options will be provided: *stretch, crop,* and *keep original size*.

7. Repeat steps 2-6 for other slide(s).

8. Close the '*donor*' project.

Repeat this with other '*donor*' projects to import more slides from them.

Inserting Slides From A PowerPoint Presentation

This technique is mainly used when your primary project was created using either from **Images** or **Capturing**; and now you want to add complementary slides by inserting a PowerPoint presentation.

This is equivalent to launching a new **PowerPoint project**, but with the difference that the newly created slides are inserted in the current project, rather than opening up a new project.

The new slides from this instant PowerPoint project are inserted *after* the current slide.

The procedure is same as launching a new PowerPoint project.

Removing A Slide

To delete a slide, select it in the **Slides** pane (either in the **Thumbnails** or in the **Titles** tab) and press **DEL**.

*   For deleting, you can also click on the ✕ button in the main toolbar, or use the **Edit> Delete** menu option.

*   To delete *multiple* slides at a time, select those slides by using **CTRL+Click** and/or **SHIFT+Click**, and then delete them.

There are a number of reasons for discarding a few slides:

1. The presentation is too long.

2. Some slides repeat/paraphrase/stretch the same contents.
    Remember: *In the world of presentations, less is more!*

3. Some slides are irrelevant for the current presentation.

But always remember that you need not throw them away on a permanent basis. Indeed, you may find them useful on another occasion!

Here are a couple of tricks to solve this dilemma:

1. Save a backup copy of project, and then start deleting the slides. Effectively, you will be creating two different versions of the same presentation: one full version, and a few abridged versions.

If you want to follow this approach, it would be best to do this at the very end of the project, where you have edited all slides. Otherwise you will end up editing the same slides for each version.

2. Create a master repository project that holds all slides on a given subject.

As you create new content, keep adding it to the master project. Reorganize the slides from time to time.

Whenever you need to create a new project, start by taking a copy of this master project, and then trim it ruthlessly.

Editing Project Properties

Project properties fall in two categories:

1. Properties of the project, such as size of the canvas, total number of slides and the total run time for the presentation, the size of the project file, the date on which the project was created and last modified. This information is provided by ActivePresenter and is non-editable.

2. Properties that you can edit, such as the author's name, and any remarks that you may wish to attach to the project's file (such as client name, conference detail, the type of outputs for this project, etc.)

To see the project properties, use the **Project>Project Properties...** menu option.

The following window pops up:
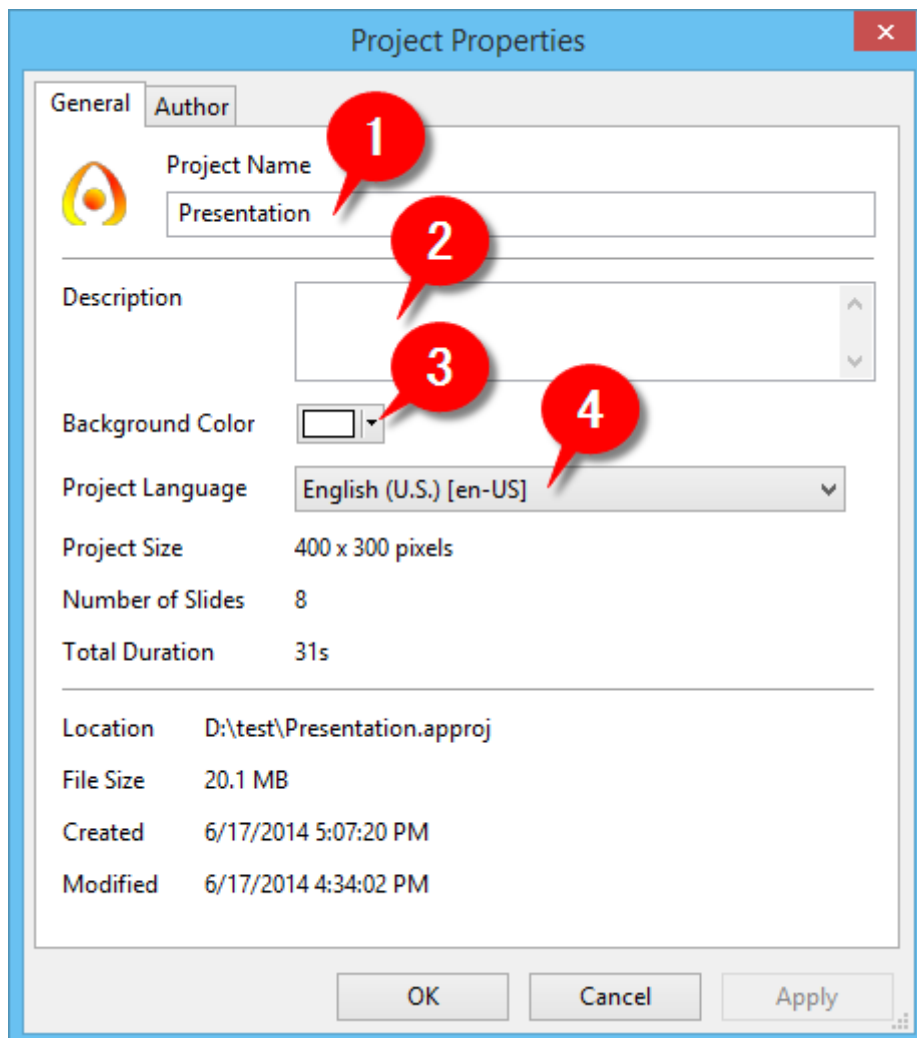
You can do the following:

1. Enter a meaningful project name
   (This may be a combination of subject and client. You should define your project-naming
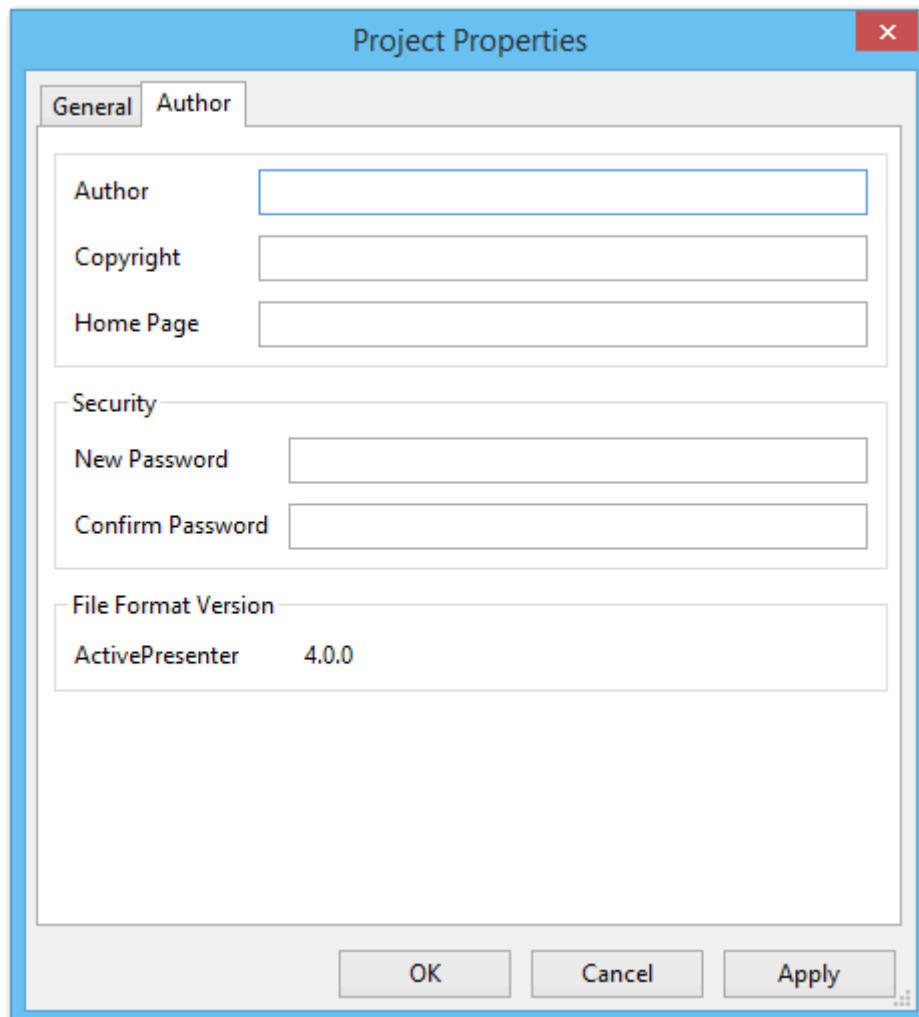
scheme beforehand)

2. Enter description for the project.

3. Click on the triangle, and from the palette widget that appears, select a color. This changes the background color for the slides.

4. Specify the language of editing project. ActivePresenter will use the corresponding translation of selected language to display in the output (name of elements of toolbar and messages in Flash and HTML5 Simulations) if the language is supported in ActivePresenter. For other languages, you can still modify the texts in output by using **Output Language Editor**.
   The Project Language is also important if you want to support the language which has special layout or representation such as the **right-to-left** languages (Arabic, Hebrew…).

This is global setting that affects all slides, but if a slide already has a **background** image, it won't be affected.

On the **Author** tab of this window, enter all your details.

You can also enter a password for opening the project file. Once you set the password, you can only open the file if you enter the password.

This is useful if you have to leave the project file on a public computer where others may fiddle with it.

Note that this feature is not meant to provide a bullet-proof security. As with *any* security system, given enough time, someone will manage to break in.

Editing A Slide

So far we have collected all the slides we want; and more importantly, discarded the ones we *don't* want.

This is the right time to fine-tune each slide, by-

- Adding objects to the slide and editing and arranging them

- Adding a narration (voice-over)

- Inserting a slide **background** (e.g. with corporate logo, or chapter theme, etc.)

Occasionally you will realize that you still need a few slides here and there. This is natural. Just go back to the previous step to add those slides and then return to this step.

Let us see the details.

Inserting Objects

ActivePresenter allows you to annotate the slide by adding a large variety of objects.

Appendix **Objects** provides the details of each type of object, and how to use it.

Arranging The Objects

After inserting the objects in a slide, you will have to arrange them in some logical manner. For example, you may want to create a flowchart out of shapes and arrows. Or add annotations to a captured video (see examples below).

This is achieved by moving the objects around in the canvas and placing them exactly where you want. For example, in the examples above, I want all shapes in my flowchart to be centered on a vertical line. I want to place a red circle around a minaret of the Taj, and a call out to point at the
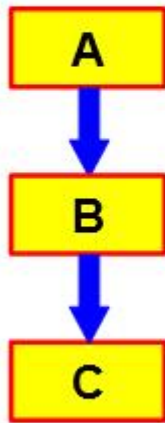
Flowchart   **Annotations**

dome of the Taj.

You may also have to place some objects overlapping over others (typically, all annotations overlap on a video or image).

Although this free placement generally works, you will often need to arrange the objects accurately. For example, to create a flow-chart.

You may also need to select multiple shapes and make their sizes uniform.

ActivePresenter offers you the following tools:

1. Align (snap) objects with each other
2. Aligning all selected objects with a reference object
3. Resizing all selected objects to the size of a reference object.
4. Changing the layers (z-order) of objects

The following sections show how this is done.

Basic Movement Of Objects

You can move objects individually or in groups.

To move an individual object, you have the following options:

1. Drag the object with mouse, and release the LMB when the object is placed properly.
2. Click on the object. Now move it by using the Arrow keys.
    Pressing CTRL at the same time accelerates the movement by a factor of 10.

To move a group of objects together, you have to first form a group. For this, draw a lasso with the mouse or CTRL+Click on all objects (if you CTRL+click on a selected object, it gets deselected). Now move the group just like you move an individual object (see above).

Aligning Objects With Each Other (Snapping)

ActivePresenter has a snap mode for the Canvas pane.

You can toggle this mode by using the **View > Snapping > Canvas snapping** menu option.

When this mode is turned on, when the dragged object (or group of objects) come close to an edge, ActivePresenter shows an orange line connecting the dragged object/group and the target object. The dragged object/group will also make a tiny jump to align itself with this orange line.

If you drop the object/group, it aligns perfectly with the reference edge. You may also choose to continue dragging the object/group.

In the following example, the green diamond (B) is being dragged. We will see what happens when it comes in the vicinity of the yellow rectangle (A).
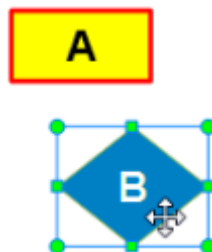
As shown below, when the diamond comes close to the rectangle, ActivePresenter shows an orange line, and snaps the diamond to it.
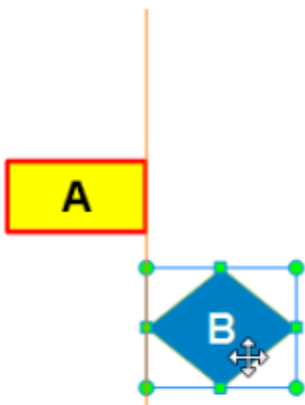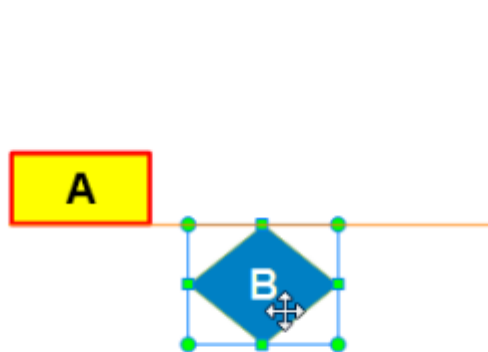
Vertical guide   **Horizontal guide**   **Twin guides**
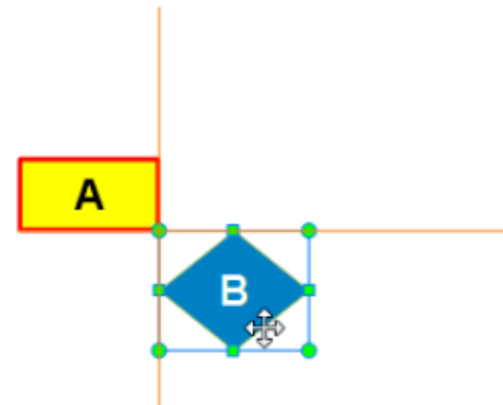
Note that ActivePresenter aligns both objects by their edges. Depending on which edge is nearby, ActivePresenter will show a horizontal line or a vertical line, or both horizontal+vertical lines.

Once the objects snap to a guiding line, you can slide the dragged object along this line. Despite small shakes of your hand, the object will stay locked to the line.

If you are not looking for this particular alignment, just ignore this present orange line and continue dragging. As soon as a threshold distance value is crossed, the orange line will vanish.

When the snap mode is on, you can press CTRL during the dragging operation to temporarily turn the snap mode off.

Aligning Objects With A Reference Object

The last object selected is the **reference object**. This object does not move: Rather, all the other objects move (or re-size) to align to this object. Therefore, always be careful and select the reference object at the end.

You can click one of the currently selected objects (without holding CTRL) to set it as reference object.

Icon	Function
	The top of all objects will get aligned vertically with the *top* of the reference object. Their horizontal position will not be affected.
	The center of all objects will get aligned vertically with the *center* of the reference object. Their horizontal position will not be affected.
	The bottom of all objects will get aligned vertically with the *bottom* of the reference object. Their horizontal position will not be affected.
	The left side of all objects will get aligned with the *left* of the reference object. Their vertical position will not be affected.
	The center of all objects will get aligned with the *center* of the reference object. Their vertical position will not be affected.
	The right side of all objects will get aligned with the *right* of the reference object. Their vertical position will not be affected.
	The entire group of object will move to the center of the canvas vertically. The relative position of the group-members will not be changed.
	The entire group of object will move to the center of the canvas horizontally. The relative position of the group-members will not be changed.
	Make the horizontal spaces between selected objects equal. (This command works only when more than two objects are selected.)
	Make the horizontal spaces between selected objects equal. (This command works only when more than two objects are selected.)

Resizing Objects To A Reference Object

The following commands also work on a group of objects (again, the last-selected object is the reference object).

Icon	Function

	The height of all other objects is adjusted to match the height of the reference object.
	The width of all other objects is adjusted to match the width of the reference object.
	Both height *and* width of all other objects are adjusted to match the height and width of the reference object, respectively.

Setting The Z-Order Of Objects

Imagine the slide canvas to be a horizontal surface (like a table top), where all the objects are placed one by one. When we place any object, it covers all the previously added objects *if* they happen to lie under it partly or fully.

This vertical order of object-placement is called *z-order* (named after the z-axis, which is pointed at the viewer in this virtual 3D world).

We can avoid overlapping of objects by spreading out the objects in the slide.

However, sometimes we actually *want* to place the objects with partial/full overlap; to create some special effects. We may even apply shadows on some objects to stress that they are on top of the other objects.

Sometimes, it is difficult to gauge which object is at the top (especially when they are not overlapping). Just keep in mind that the Timeline always lists the objects by their order in the stack.
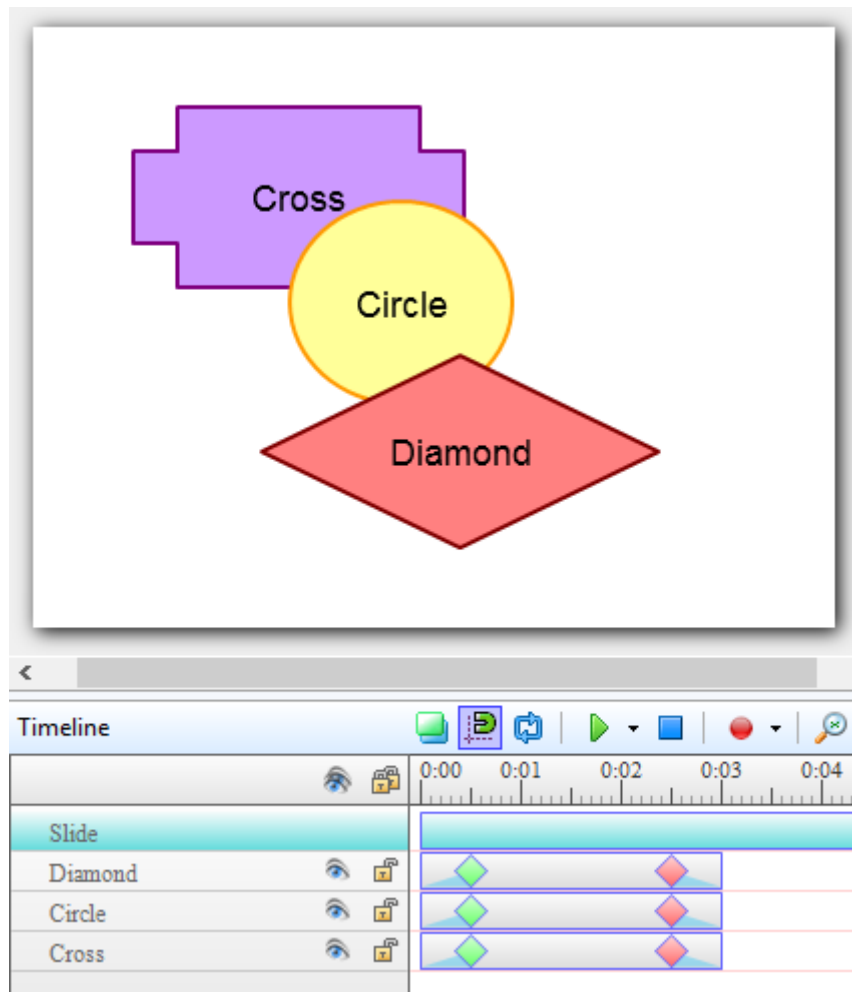
In the example above, the diamond is at the top of the stack, and so the Timeline puts it at the top of the list. The Cross is at the bottom of the stack, so Timeline lists it last.

This fact will help you in assessing the z-order of objects even when they are not placed overlapping.

You can even select the object from the Timeline itself (click on the name or on the Time Bar of the object).

The following commands change the stacking order:

Icon	Shortcut	Function
	CTRL+Home	Place the selected object at the very top of the stack.
	CTRL+PageUp	Send the selected object higher by one level in the stack.
	CTRL+End	Place the selected object at the very bottom of the stack.
	CTRL+PageDn	Send the selected object lower by one level in the stack.

Removing Objects

To remove an object, follow this two-step procedure:

1. Select the object, by any one of the following methods:

   - In the **Edit** pane, click on its outline, or-

   - In the **Timeline** pane, click *anywhere* on its row.

2. Press the **DEL** key on the keyboard, click on the ✖ button in the main toolbar, or use the **Edit > Delete** menu option.

Editing Objects

The objects can be edited in different ways:

1. Change the physical properties
   (position on screen, size, fill/outline colors, transparency, shadow, etc.)

2. Change the text inside the object
   (especially text in questions, Text caption, closed caption, etc.)

See Appendix **Objects** for details.

Moving The Objects In Timeline

In a presentation, the timely entry and exit of each object is all-important.

Therefore you must adjust the time bar of each object very carefully, and play the slide repeatedly to check whether the overall effect is *exactly* as you wanted.

Refer to the **Using The Timeline** appendix to know how to manipulate the objects on the Timeline.

Slide Background

Slide background is mainly used for storing the main screenshot of each step when creating software tutorials.

The slide background can also be used to create a corporate identity on all slides (typically, in the form of corporate logo and/or a pattern that has corporate colors).

It can also be used to set apart different groups of slides. For example, your presentation may have multiple topics, or you may have a multi-session training program. In such a case, you can use a different background image for each topic/session.

Find And Replace Text

To locate a word or phrase in slides (text in objects) and then replace it with another word or phrase, do the following:

1. Click the **Edit** menu, then click **Find** to find or click **Replace** to find and replace the text. You can also use the keyboard by pressing **Ctrl + F** and **Ctrl + H** for these purposes.

2. In the **Find what** box, enter the text you want to find and replace.

3. In the **Replace with** box, enter the text you want to use as the replacement.

4. In the **Look in** list, specify the scope to search, either **Selected Slides** or **All Slides**.

5. Do one of the following:

   - To search for the next occurrence of the text, click **Find Next**.

   - To replace the currently selected occurrence of the text, click **Replace**.

   - To replace all occurrences of the text, click **Replace All**.

   - To cancel a search in progress, click **Close**.

Removing Objects From Multiple Slides

Sometimes you realize that you have made the same mistake in multiple slides.

For example, while capturing the target application, you chose to record sound, but the final project does not need sound, or it got recorded poorly, and now you would like to remove the sound object from all slides.

Rather than laboriously selecting each slide and deleting the sound, you have a shortcut: Select the **Slide>Delete Objects from Slides...** menu option.

A window is launched:
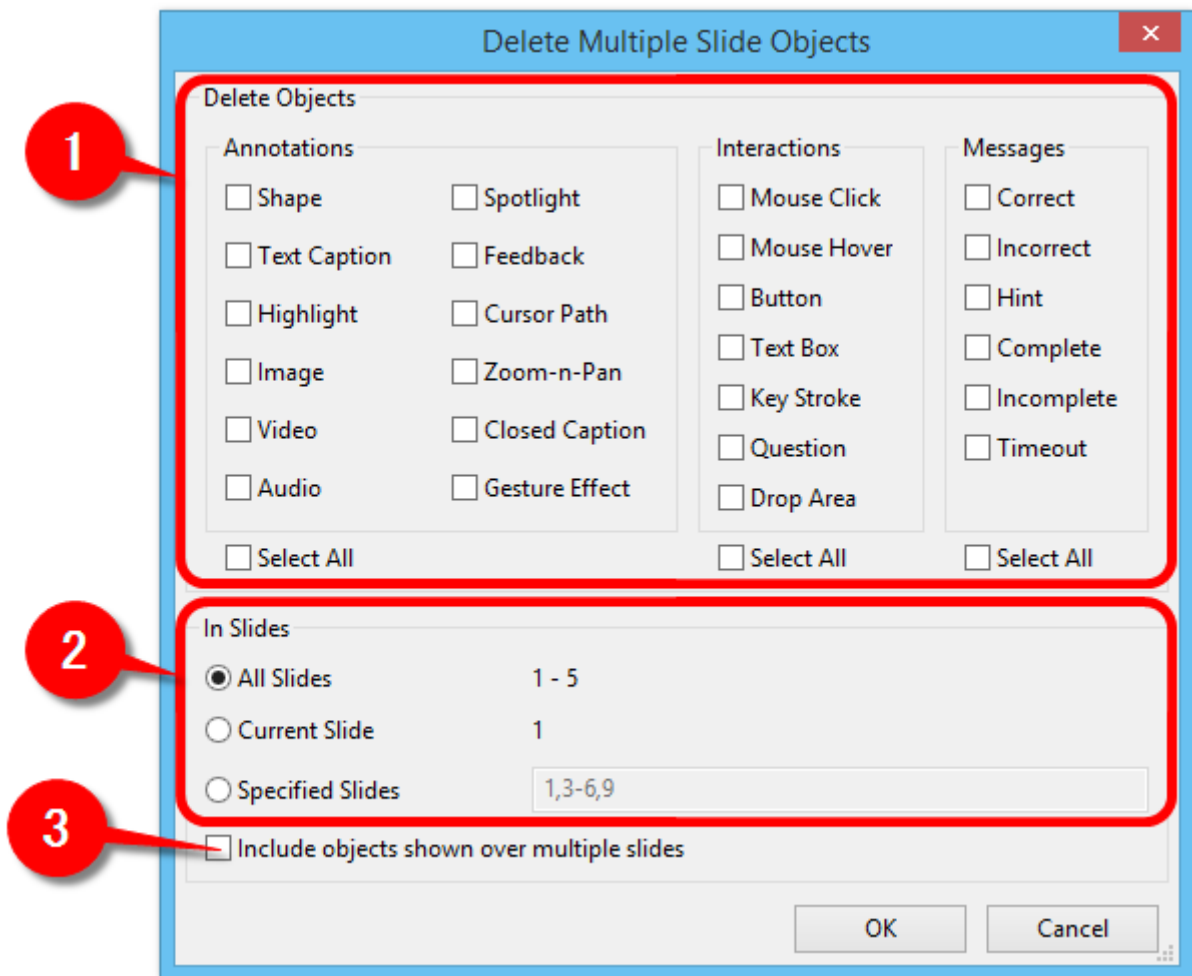
It has three sections, which are to be used as follows:

6. *What* to delete:
   This section contains the master list of all objects. Select the ones you want to delete.

7. *Where* to delete:
   In this section, identify the slides where you want this mass destruction to happen. (*Be careful! You could delete objects from good slides as well!*)

In case you want to specify certain slides only, separate their numbers with comma. A hyphen indicates range. For example, the screenshot shows the range 3-6 (slide # 3, 4, 5, and 6).

8. *Additional Option*:
   Check this if you also want to delete objects which have been set to show over multiple slides, normally these are background music or corporate logo....

Inserting Objects Into Multiple Slides

This is the opposite of the situation described above: You may realize that multiple slides are *lacking* a particular object.

To insert an object in multiple slides at once, select the **Slide>Insert Objects to Slides...** menu item.

The following window opens:
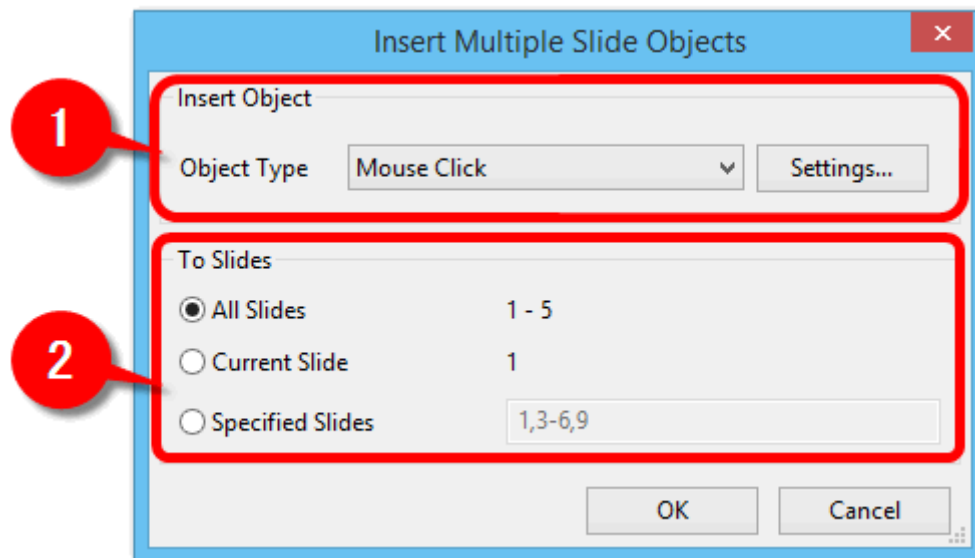
This is a two-step process:

1. The **Object Type** drop-down list offers all available types of objects. Select the type of object to be inserted.

Then click the **Settings...** button to adjust the properties of the selected object type.

2. Select the slides in which to insert the object.

In case you want to specify certain slides only, separate their numbers with comma. A hyphen indicates range. For example, the screenshot shows the range 3-6 (slide # 3, 4, 5, and 6).

Note that the inserted object will have its default properties in all slides. You will have to edit the properties of the object in each slide separately.

Changing Object Style In A Batch-Operation

You can change the style of any object type.

ActivePresenter also has a batch-operation to find and replace any given object style with another.
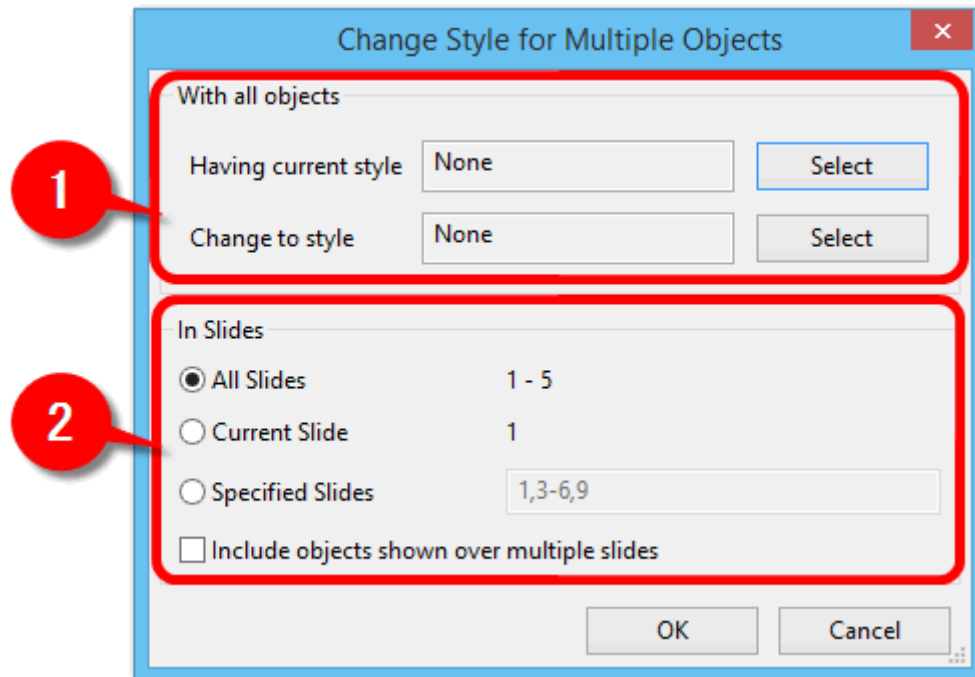
The window has two parts:

1. Select the style to be replaced, and the style which should take its place.
   You will need to define the replacement style in advance.

2. Select the slides where you want this effect.
   You can select all slides, current slide or specific slides.

The check box at the bottom includes objects that are shared over multiple slides.

Changing Object Transitions In A Batch-Operation

The transitions of an object is a matter of personal taste. Therefore, you may have set the transitions according to your taste. Now suppose your boss does not like it. How to change them now?

Worry not! ActivePresenter helps you to change the transition effects in all objects (or only for the selected objects) in one stroke, using a batch operation.

Use the **Edit>Change Transition Effects for Multiple Objects** menu option.

A window opens:
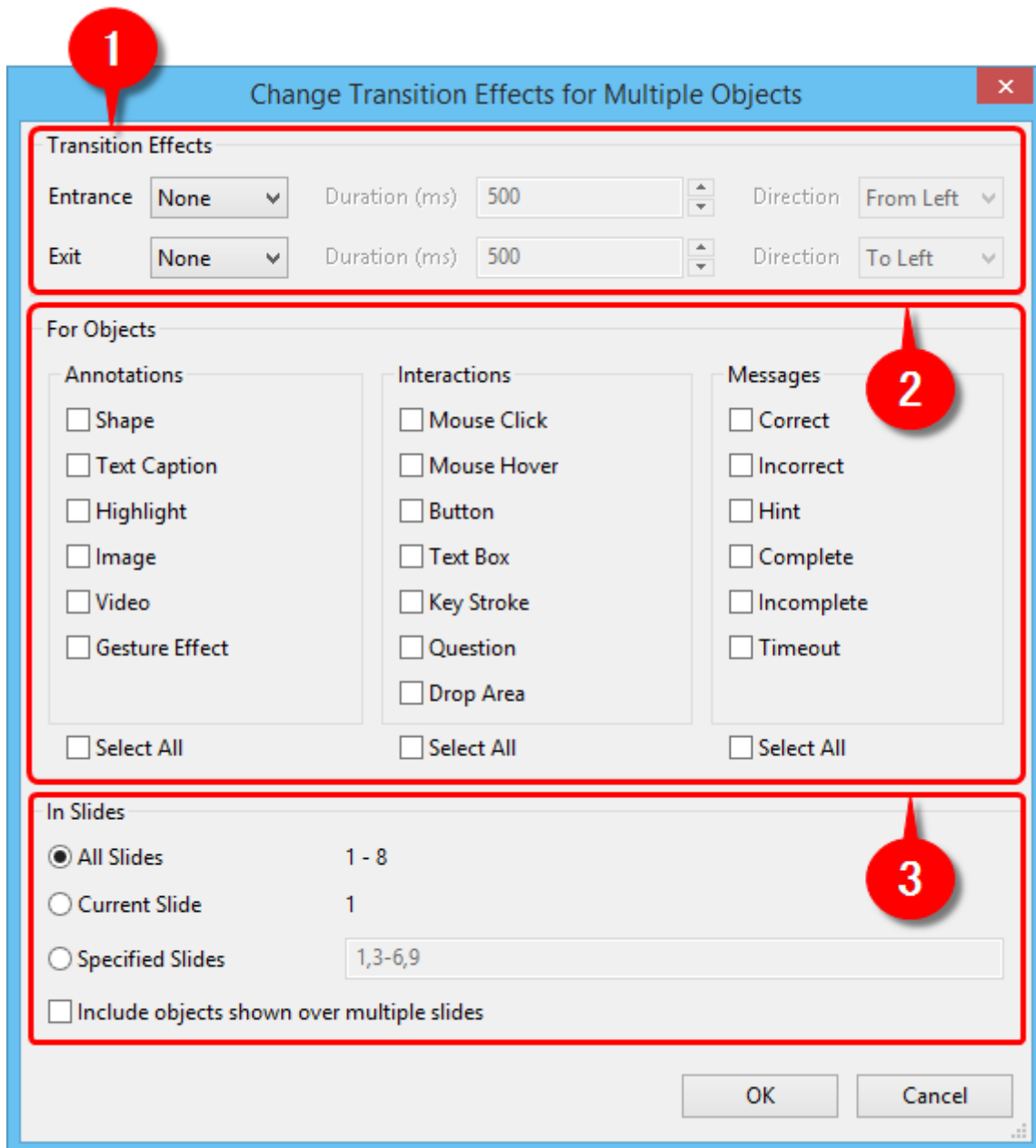
It has three sections, which are to be used as follows:

1. Select the transition effects (entry and/or exit) from the drop-down list, and set the timings

2. Select the objects to which this transition is to be applied.
   The **Select all** check boxes at the end allow you to select *and* deselect all objects in each list.

3. Select the slides where you want this effect. You can select all slides, current slide or specific slides.

Remember that you can use this window several times to apply different settings to different sets of objects.

Undo

If you make a mistake, you can reverse the effect of the last step by pressing **CTRL+Z** (or by selecting the **Edit>Undo** menu option).

In fact, you can undo any number of steps by repeating this.

Note that you cannot undo a particular past step selectively (for example, you won't be able to undo only the fourth-last step.)

Redo

If you try to *Undo* several steps, you are very likely to Undo a step that is actually needed. But typically you will realize this mistake only when you see results that you didn't expect.

One option is to repeat what you did last time. But that requires too much of effort. Besides, you may not achieve the exact same result as the last time.

So a better option is to retrace the last step that you rolled back. That's why it is called "*Redo*" (Re-do = Do it again).

You can Redo *all* the steps that you just rolled back, *provided that* you don't do *anything* after that last **Undo** operation: If you take a new step just after rolling back (=*Undo*ing) some steps, then the **Redo** queue is emptied.

Previewing A Slide

Now that we have inserted all objects and slide **background**, the slide is ready for presentation.

But the *proof of the pie is in the eating*. If the slide does not look good when played, we need to edit it further.

So play the slide by pressing the **spacebar** or clicking on the ▷ button on the **Timeline** pane. Go on editing various parts till the slide plays perfectly.

If everything goes well, move on to the next slide.

Adding A Voice-over/Commentary (or Dubbing)

Many presentations contain a voice over (commentary by an unseen person). This technique is mostly adopted for documentaries.

ActivePresenter has a special **recording feature** that allows you to add a voice over.

You can also use this feature for dubbing your presentation (adding the commentary in a different language than the original).

A good sound track is critical for your presentation.

Audio without a sound track (or with a poor audio) would create a very bad impression. Therefore, you must take utmost care of your sound track.

Pay special attention to these five areas:

1. Choosing a quiet and comfortable location

2. Eliminating (and preventing) any disturbing sounds

3. Selecting your recording equipment

4. Setting up your equipment correctly

5. Tips for recording

Let us see some details for each:

Choosing A Quiet And Comfortable Location

Record in a quiet location. Avoid recording in a public/shared location.

If possible, you should be alone in the recording room, with complete silence prevailing. Place a "**Silence please!**" notice outside your door to let others know that you are recording.

Avoid using a large bare room, as it produces echos. Placing furniture, books and curtains in the room absorbs the echoes. For best results, hang heavy curtains on walls also.

Eliminating (And Preventing) Any Disturbing Sounds

Most home/office areas do have ambient noises:

- Noise of traffic on the road

- Insects/birds

- Music playing

- Your colleagues/friends/family talking (or yelling) to each other or on phone

- Wind noise (or air blown by an overhead AC vent)

- Creaking of your chair when you move

- Pets/children making a noise

- Humming of your PC fan (or an overhead fan)

Normally we are not aware of these constant noises, because our brain tunes them out naturally. However, when the same noises are heard during your presentation, your audience would be distracted.

To check for ambient noises, leave the microphone on for a couple of minutes without speaking, and then play back that recording. If you hear anything at all, you will have to address the source of that noise.

Your PC may be running applications (e.g. chat clients) that pop up messages frequently, or produce alert sounds. Turn off all such applications.

Put your mobile in **Silent** mode (or better, switch it off).

Do a short test recording to make sure that your audio is being recorded without any distortion.

Selecting Your Recording Equipment

Buy the best-possible microphone (look for high sensitivity figures).

USB microphones use less computer resources and record better audio than an analog microphone.

If you are using a microphone on a stand ("goose-neck"), select the stand such that you are able to sit with correct posture (you should not have to lean too forward or bend down to speak into the microphone.) Wrong posture will not only spoil your voice delivery, but it will also be tiring for long-

duration recordings.

Use a microphone stand with a stable base that does not wobble and create noise.

Use a microphone with a wind shield (they are available in two forms: foam cover or diaphragm).

Setting Up Your Equipment Correctly

Make sure your computer table is not wobbly, and your keyboard is stable on an even surface.

Keep your keyboard as away from microphone as possible, otherwise you will end up recording the tapping noise. Avoid hammering your keyboard when you type. Place a folded cloth under the keyboard to soften its sound.

If the microphone is kept too near your nose, it will pick up the noise of your breathing.

If the microphone is kept too near your mouth, it will catch the puff of air whenever you speak a **fricative** consonant.

General Tips For Recording

Some people prefer to record "live": They explain even as they are operating the target application. However, not many people can do this simultaneously. Therefore it may be best for you to record the narration as the last operation, *after* you have recorded the slides and added the other objects.

Many people are at a loss for words when they are trying to find the best way to express something (especially when you are also operating a software). They typically fill the gaps with "um..." and "ah...". This is extremely irritating for your audience. To avoid this problem, create an **outline** (plot of your presentation story) and a script beforehand.

Recording narration for the entire slide at a time may be difficult, because you don't remember exactly what comes next. Therefore mentally divide each slide in smaller logical parts, and then record audio for each part separately.

Before actual recording, first conduct a few practice trials. Use loop mode and repeat the play till you can speak without mistakes and without "um.." and "er.." sounds. (Even with best care, you may not be able to totally avoid such sounds. Be sure to edit them out later!)

Speak loudly, as if you are addressing a small audience in a large room.

Monitor the audio level as you record (most of the green LEDs should be visible, but not the orange/red). Adjust the sound level from time to time. Remember also that if you are recording in multiple sessions, you will have to set up the sound level for each session.

Never play a background music while you record a narration: It is best to add the background music separately, so that you can adjust its relative volume precisely.

If you are using paper sheets for script, ensure that they do not rustle when you turn the pages.

Splitting A Slide

Sometimes you will need to split a slide into two or mode slides.

ActivePresenter allows you to split a slide at a chosen point. You can split a given slide any number of times.

Refer to the **Using The Timeline** appendix for details.

Adding Navigational Elements

You can easily add navigational buttons to slides by using mouse-click interactions:

- Insert mouse-click interactions to slide
- Open its Event Editor, select On Correct tab, remove all current actions and add a "Go Forward", "Go Backward" or "Go to Slide" action
- If you want to add hot keys you can also insert and use key-stroke interaction

Advanced Editing

Making The Project Interactive

In ActivePresenter, you can make your projects interactive by using various types of **Interactive Objects**. They are special objects designed to respond to user inputs in a predefined manner. Users can interact with them using a keyboard, mouse, or other input devices.

For any of these objects, you can specify trigger conditions (e.g. "*when the mouse rolls over this shape*"), and specify what actions should be taken for that trigger condition (e.g. "*display the hint message*").

You can also control the way that users interact with an interactive object by customizing **its settings**:

- Attempts: specify the number of times a user can interact with the object before it becomes unresponsive.

- Pause: specify whether the presentation pauses for user response.

- Timeout: specify the time limit for user response.

How Interactive Objects Behave

The following chart shows the trigger conditions for each interactive object. (A *trigger condition* is the user's action that causes a pre-programmed response from the object.)

Objects	Trigger conditions										
	Mouse click	Keystroke	Text	On Correct	On Incorrect	On incomplete	On Timeout	On Rollover	On Rollout	On Accept	On Reject
Mouse Click	Y			Y	Y		Y	Y	Y		
Text Box			Y	Y	Y	Y	Y	Y	Y		

Key Stroke		Y		Y	Y		Y	Y	Y		
Mouse Hover								Y	Y		
Drop Area				Y	Y		Y	Y	Y		
Drop Target								Y	Y	Y	Y
Question – True/False				Y	Y	Y	Y				
Question – Multiple Choice				Y	Y	Y	Y				
Question – Multiple Response				Y	Y	Y	Y				
Question – Essay				Y	Y	Y	Y				
Question – Fill in Blank				Y	Y	Y	Y				
Question – Fill in Multiple Blank				Y	Y	Y	Y				
Question – Sequence				Y	Y		Y				
Question – Drag-n-Drop				Y	Y	Y	Y				

In fact, for each object, you can specify multiple trigger conditions and corresponding actions. Further, for a *given* trigger condition, you can define multiple actions, in a pre-defined sequence.

For example:

1. If the mouse rolls over the shape, display the hint message.
2. When the mouse rolls out of the shape, hide the hint message.
3. If the user presses CTRL+Click, (a) display a message first, and then (b) end the presentation.
4. If the user presses SHIFT+Click, go to slide#25

The Trigger Conditions (a.k.a. Events)

The trigger conditions are explained below:

Trigger	Remarks
Mouse click	You can define specific combinations of LMB/RMB clicks and modifier

	keys (SHIFT, CTRL and ALT). For example, *ALT+SHIFT+Left-click*.
Keystroke	Any press of a *single* key of the keyboard OR hot key (e.g. CTRL+ALT+SHIFT+P) is defined as a keystroke.
Text	You can define a text string, and optionally make it case-sensitive. If the user enters exactly the same string, the condition is met.
On Correct	When the answer is correct.
On Incorrect	When the answer is not correct.
On Incomplete	When the answer is incomplete. For example: • The user leaves a field blank in the *Text Box* object and *Question* objects that contain a text box (*Fill in Blank*, *Fill in Multiple Blank*, and *Essay*). • The user leaves all check boxes or radio buttons unchecked in case of *True/False*, *Multiple Choice*, or *Multiple Response Question*. • The user leaves all drop targets empty (do not contain any drag source) in *Drag-n-Drop Question*.
On Timeout	When the user does not respond within the specified time.
On Rollover	When the mouse rolls over the shape of the object (enters the boundary of the shape)
On Rollout	When the mouse rolls out of the shape of the object (exits from the boundary of the shape).
On Accept	When the user drops any accepted drag sources on the drop target.
On Reject	When the user drops any rejected drag sources on the drop target.

The Actions

In response to those trigger conditions, you can take the following actions:

Option	Remarks
Continue	The effect depends on the current state of the presentation: • If the presentation is playing, this action does not change anything. • If the presentation had paused, this action will continue playing the

	presentation from the time it is paused.
	But how is a presentation paused in the first place?
	Well, you can pause a presentation in two ways:
	• Click in the *Pause* check box in the **Settings** tab for any interactive object. In this case, when the object is played, the presentation will pause.
	• Execute the *Pause Presentation* action (see below).
Pause Presentation	The presentation's main stream is halted (all objects stop playing against the Timeline) but the user can still interact with interactive objects.
	The presentation is paused indefinitely, until one of the following actions is executed: *Continue Presentation*, *End Presentation*, *Go to Slide*, *Go to Slide at Index*, *Go Forward*, or *Go Backward*.
End Presentation	Exit the presentation
Go to Slide	Jump to the specified slide.
	Note that the link is made to a *specific* slide: If you move that slide to a new position, the link will follow it, and jump to this new position. If the target slide is deleted, the link gets dissolved automatically.
Go to Slide at Index	Jump to any slide that is *currently* at the specified index.
	Note that when you add, remove or shuffle slides, another slide may take the place of the current slide. Regardless of that, this command will jump to the *n*th slide in the order.
Go Forward	Go forward by the specified number of slides.
	Note that the target is *not* a specific slide: The jump will land on *any* slide that is presently n slides away from the current slide.
Go Backward	Go backward by the specified number of slides.
	Note that the target is *not* a specific slide: The jump will land on *any* slide that is presently n slides away from the current slide.
Send Email	This action launches default email client program installed on user PC; and loads the previously configured content in the mail (including recipient address, subject line, etc.)
	Note that the email is *not* sent silently or automatically: The user must manually press the **send** button. The user can also modify the email content before sending.
Open Web page	Open the specified URL. You can specify whether to open it in the current window or to use a different window. (Recall that the interactive presentations are always delivered through a browser window.)

Execute JavaScript	Execute the specified JavaScript.
Show Object	Show shapes, images, audio and video objects. Users can also specify whether this action is blocking or not. If this action is blocking, subsequent actions will be blocked until the object is hidden. Otherwise, subsequent actions will be executed right after the object is displayed.
Hide Object	This action is used to hide any objects which are displayed by *Show Object* action before they hide automatically.
Play Audio	This action is used to play audio resource. It is similar to the Show Object non-blocking action with audio object, except it does not require an audio object is inserted earlier.
Submit	This action send whatever users entered in the specified interactive object to the presentation to evaluate.
Clear User Input	This action clears whatever users entered in the specified interactive object, for example: • Clears text in all text fields for *Text Box* and *Question* objects that contain a text box. • Un-checks the radio buttons or check boxes for *Question* objects. • Send dropped drag sources to theirs original position.

Setting Up The Interactions

The actual interactions are set using the **Event Editor**.

To invoke the Event Editor for each interaction object, you can use one of following methods:

- Double-click on the interaction object, or
- Select the interaction object, then select the Event property in the Properties pane.

Creating Drag and Drop Interactions

Drag-and-drop is a visual and eye-catching interaction that allows user to drag an object and drop it onto another object. A drag-n-drop interaction needs an object that can be dragged, and a place or object to drop it. ActvePresenter calls them drag source and drop target, respectively.
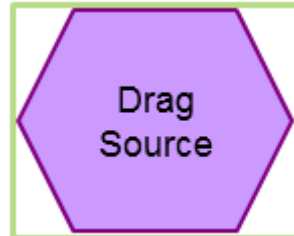
Drag Source

You can turn any *Image*, *Shape*, *Highlight*, or *Text Caption* object into a drag source, except:

- Objects show across multiple slides.
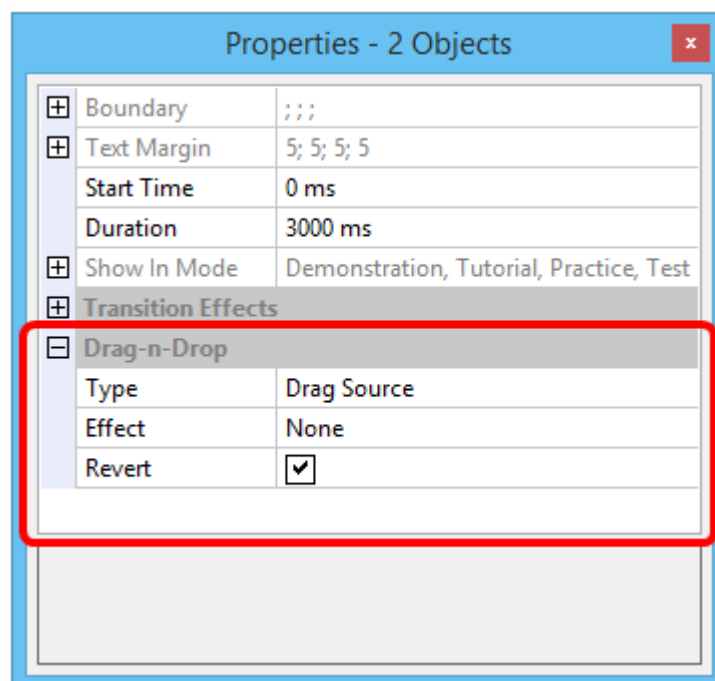- Objects are showed by *Show Object* actions.

- Objects are elements of *Questions*, excluding *Drag-n-Drop Question*.

By default, a light green marker is displayed to indicate that an object is a drag source. This marker is used only in the editor, it does not appear in any output format. You can also turn off this marker from *View* > **Show Drag/Drop** menu.

To convert objects into drag sources

1. Select objects. Please note that you can converting multiple objects at once.
2. Change their *Type* in *Drag-n-Drop* section of the **Properties** pane to *Drag Source*.

Drag source properties

- *Effect*: Specify the effect for selected drag sources. The effect is displayed when users drag these objects.

- *Revert*: Specify whether the selected drag sources are sent back to their original positions if they are dropped outside drop targets.

Drop Target

Any *Image*, *Shape*, *Highlight*, or *Text Caption* object can be converted into a drop target, except:

- Objects show across multiple slides.
- Objects are showed by *Show Object* actions.
- Objects are elements of *Questions*, excluding *Drag-n-Drop Question*.

By default, a light orange marker is displayed to indicate that an object is a drop target. This marker is used only in the editor, it does not appear in any output format. You can also turn off this marker from *View* > *Show Drag/Drop* menu.

To convert objects into drop targets

1. Select objects. Please note that you can converting multiple objects at once.

2. Change their *Type* in *Drag-n-Drop* section of the **Properties** pane to *Drop Target*.
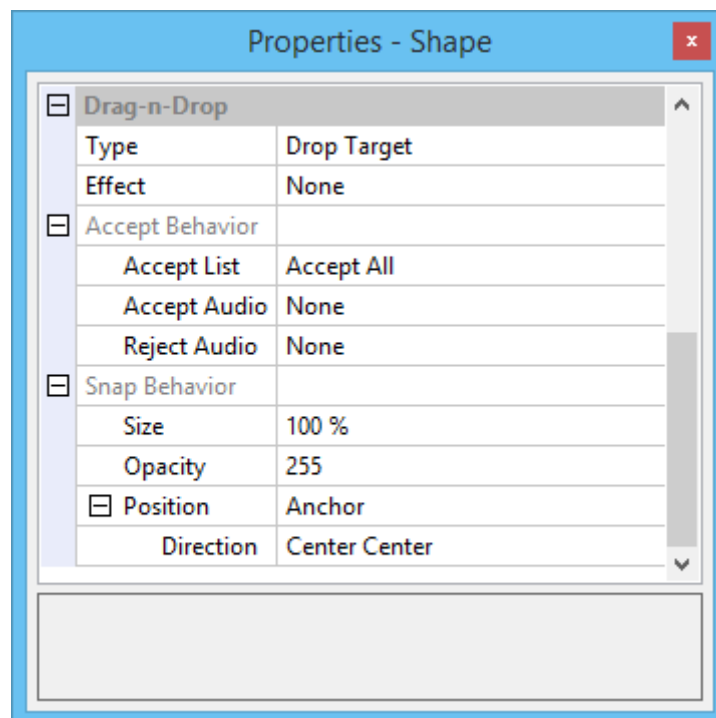
Drop target properties

- *Effect*: Specify the effect for selected drop targets. The effect is displayed when users drag any drag source over one of these objects.

- *Accept Behavior*: Specify how the presentation responds when users drop a drag source onto one of selected drop targets.

    o *Accept List*: List of drag sources that can be dropped onto the selected drop target. If a dropped source is accepted, it snaps to the drop target based on *Snap Behavior*, and an *On Accept* event is triggered.
    If a dropped source is rejected, it will be sent back to its original position, and an *On Reject* event is triggered.
    When users select this property, a button appears. Click on this button to launch the **Event Editor** for the selected drop target. In the **Event Editor**, users can edit the *Accepted Drag Sources* list, specify actions for *On Accept*, *On Reject* events…

o *Accept Audio*: The short audio played when the selected drop targets accept a dropped source. You can also define it in the *On Accept* tab of the drop target's **Event Editor**.

o *Reject Audio*: The short audio played when the selected drop targets reject a dropped source. You can also define it in the *On Reject* tab of the drop target's **Event Editor**.

Note: In case of **Drop Area** (a special drop target object), *On Correct* and *On Incorrect* are triggered instead of *On Accept* and *On Reject*.

- *Snap Behavior*: Specify properties of drag sources after they are dropped onto one of selected drop targets.

    o *Size*: In percentage of drag sources' original sizes.

    o *Opacity*: From 0 to 255. The higher the value, the more opaque the drag sources.

    o *Position*:

        ▪ *Absolute*: The drag sources remain at the same position where users drop them.

        ▪ *Anchor*: The drag sources snap to an anchor in the drop target. Users can select one of nine anchors in the dropdown list, e.g. *Top Left*, *Top Center*…

        ▪ *Tile*: The drag sources are arranged so that they fill the drop target but do not cover each other. Users can select one of eight tiling direction in the dropdown list, e.g. *From Top, Left To Right*; *From Top, Right To Left*…

Drop Area

Drop Areas are drop targets that assess, score and keep track of user response. For Drop Areas, accepted means correct, and rejected means incorrect. In other words, an *On Correct* or *On Incorrect* event is triggered when users drop a drag source onto a *Drop Area*, instead of *On Accept* or *On Reject*.

A *Drop Area* cannot "contain" more than one dropped source. When users drop a new accepted drag source, it will replace the old one if any, the old one will be sent back to its original position.
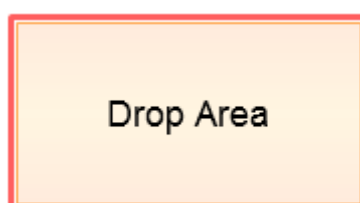
Please notice that the Drop Area marker and normal drop target marker have different color.

A drop target that is not an element of a *Drag-n-Drop Question* will be converted to a *Drop Area* automatically when users connect a drag source to it (see **Drag Drop Connector** section).

For more details about this type of object, see the **Drop Area** and the **Event Editor** sections in the Appendix.

Drag-n-Drop Question

Drag-n-Drop Question is a type of *Question* that includes multiple drag sources, drop targets and require users (who take the output simulation) to map them correctly.

Unlike *Drop Area*, *Drag-n-Drop Question* does not evaluate correctness of user response each time he/she drops a drag source, but when he/she clicks the Submit button. However, the evaluation for acceptance still takes place on each drop target every time it receives a dropped source.

For more information about this type of object, see the **Drag-n-Drop Question** and the **Event Editor** sections in the Appendix.

Drag Drop Connector

- To map a drag source to the correct drop target, select the drag source. Drag the marker appears at the center of the drag source to the correct drop target.

- To remove a correct drag – drop map, click the connector to select then delete it (by using hotkey, default is **Delete** key, or menu, toolbar).

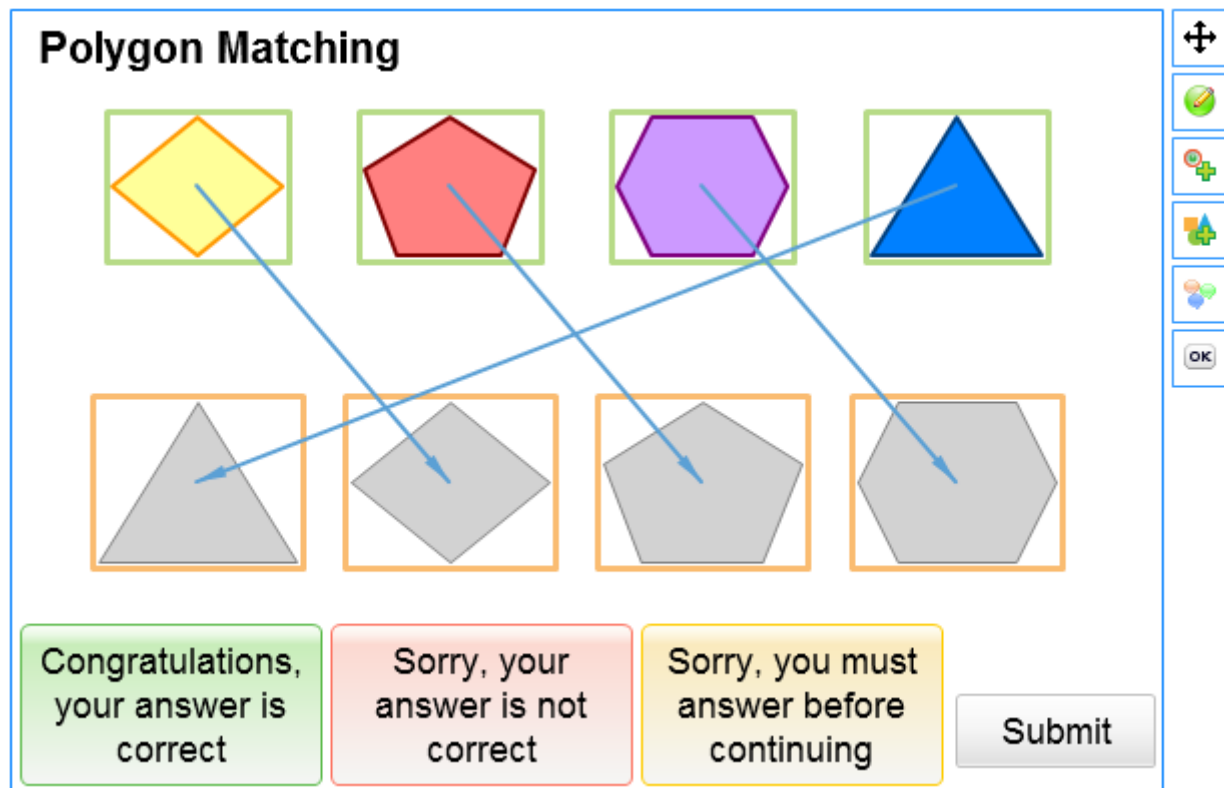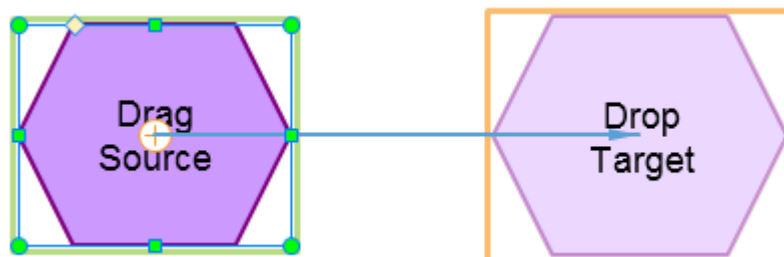- To map an already mapped drag source to another drop target, drag the head of the connector arrow to the new drop target.

Note:

- A drop target that is not an element of a *Drag-n-Drop Question* will be converted to a *Drop*

Area automatically when users specify the correct drag source for it.

- You can also define correct drag source – drop target pairs in the **Event Editor** of *Drop Area* (the **Accepted Drag Sources** tab), and *Drag-n-Drop Question* (the **Answer** tab) object.

- One drag source can be mapped to multiple drop targets. When taking the output simulation, users can drag the source to one of the targets.

- Multiple drag sources can be mapped to one drop target. When taking the output simulation:

  o If the drop target is a *Drop Area*: users can drag one of the sources to the *Drop Area*.

  o If the drop target is an element of a *Drag-n-Drop Question*: users must drag all of the sources to the drop target.

Tips for Creating Drag and Drop Interactions

- If you want to assess learner response instantly when they drop a drag source, and you need only one drop target, use *Drop Area* interaction. Otherwise, *Drag-n-Drop Question* is suitable for your needs.

- You should insert all objects before converting them to drag sources / drop targets and mapping them. It will reduce your editing time because ActivePresenter allows editing multiple objects at once. In case of *Drag-n-Drop Question*, please note that you must insert objects (*Shapes*, *Images*) into the question by using the floating toolbar on the right of the question.

- You should rename drag sources / drop targets to meaningful names before mapping them. It will help you to identify them easily in the **Event Editor** window.

- In case of *Drop Area*, please ensure that drag sources do not start exiting before the *Drop Area* pauses for leaner response. You can view and adjust their timing properties in the **Timeline** pane.

- If you use *Shapes* as drag sources / drop targets and you want to change them to other shapes, select them then right-click and choose **Change Shape** from the context menu. You don't need to delete them and insert new shapes.

- If you use *Images* as drag sources / drop targets, you should prepare them all then insert once. ActivePresenter allows you to insert multiple images at once.

- If you have two overlapped drop targets, when a drag source is dropped onto the overlapped area, the drop target that has higher **z-order** will process the dropped source. You should set the z-order properly to get desired results.

Making The Project Accessible

ActivePresenter allows you to make your projects accessible to anyone, regardless of disabilities. More specifically, you can edit your projects so that viewers with disabilities can perceive, understand, navigate, and interact with the project outputs. The project outputs can be viewed in various ways that do not depend on a single sense or ability. For example, viewers can navigate with a keyboard, not with a mouse only. Also, audio content should be accompanied with closed caption for hearing impaired viewers, text description should be provided for visual content so that screen readers can read out loud for visually impaired viewers.

In this version, **HTML5** is the only output format that supports accessibility.

Tips for Creating Accessible Projects

To create accessible projects, you should always use more than one means (e.g. text, visuals, and sounds) to convey information.

- For viewers with visual impairment, add text description or audio equivalents for visual objects. For example, provide **accessibility text description** for **Video** object, so that you can send the information to viewers through the screen reader. For objects that contain text such as **Shape**, **Text Caption**, you should enable the **Auto Label** property, the screen reader will read the text when this object is displayed. If you choose to **attach audio** to the object, don't forget to **remove all accessibility text**, otherwise voice from the screen reader will interfere with the attached sound.

- For users with hearing impairment, add text equivalents for audio objects. For example, when delivering narrative audio, it is important to provide captions at the same time. You can use **Closed Caption** or any other type of object that can display text, and remember to synchronize the text with the audio using the **Timeline**.

- For viewers with either visual or mobility impairment, ensure that viewers can interact with the output using keyboard. For example, enable **Focusable** property for **Mouse Click** objects, so that viewers can press the Tab key to navigate to the object, and the Enter or Space key to activate it. You can also provide a **Key Stroke** object that acts as a keyboard shortcut for each Mouse Click object.

- **Enable accessibility features** when exporting to output formats that support accessibility.

Customizing Accessibility Text for Slides

In ActivePresenter, you can add accessibility text describing each slide for screen readers to read aloud when the slide is displayed. Screen readers and accessibility text are useful for people with visual impairment.

By default, ActivePresenter uses slide name and description as slide accessibility text. To provide different text for screen readers, do the following steps:

1. Select the slide that you want to change accessibility text.

2. In the **Properties** panel, expand *Accessibility* property.

3. Deselect *Auto Label* property, the accessibility *Name* and *Description* are now enabled.

4. In the accessibility *Name* field, type the accessibility name or short description for the slide.

5. In the accessibility *Description* field, type text that describes the slide.

6. When the slide appears, screen readers will read aloud the accessibility name first, then the accessibility description. If you don't want screen readers to read anything, leave both accessibility name and description blank.

Customizing Accessibility Text for Objects

ActivePresenter also supports accessibility text for each object on a slide. By default, accessibility text is generated automatically from the text that the object displays, or the object name if it doesn't contain any text. Therefore, the default accessibility text is usually useless for objects that doesn't contain text, such as video, image. In this case, you should customize the accessibility text to provide sufficient information about the object.
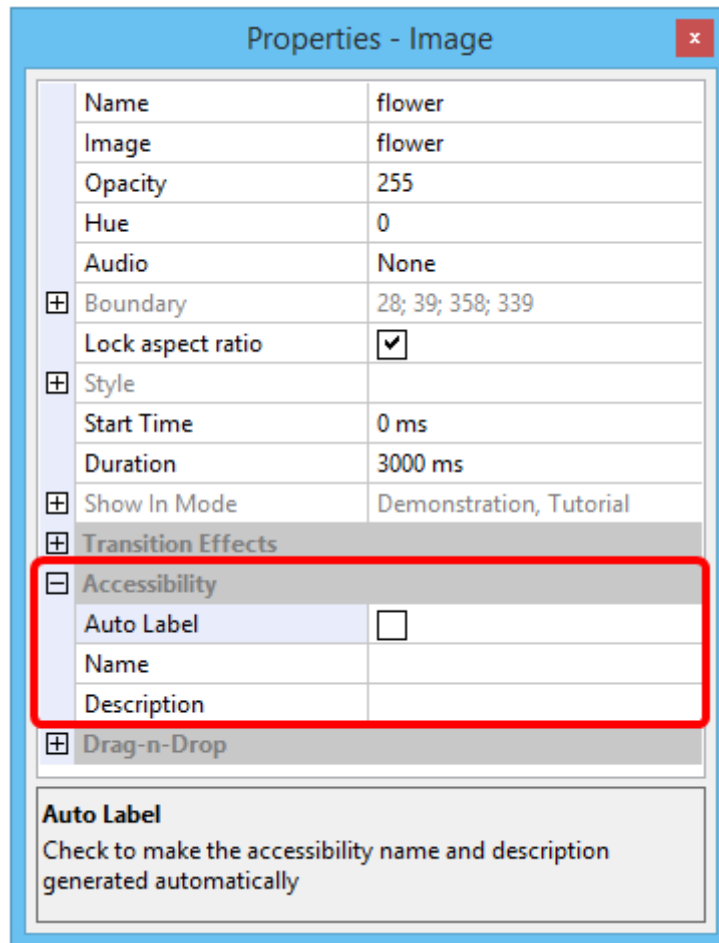
1. Select the object that you want to change accessibility text.

2. In the **Properties** panel, expand *Accessibility* property.

3. Deselect *Auto Label* property, the accessibility *Name* and *Description* are now enabled.

4. In the accessibility *Name* and *Description* field, type the accessibility name and description for the object.

5. When the object appears, screen readers will read aloud the accessibility name first, then the accessibility description. If you don't want screen readers to read anything, leave both accessibility name and description blank.

Localizing The Project

Localization is the process of adapting your project for use in a specific country, region with a particular language, culture, and desired local look-and-feel. If you are creating a demonstration or simulation of a certain application that supports multiple languages, you may need to localize your project for each language. With ActivePresenter, you can do it easily thanks to the slide backgrounds replacement and the text translation features.

Localizing Process

Before doing localization, make sure that you have finished editing the original project (usually in English).

To localize your project, do the following steps:

1. Export texts in your project to **XLIFF** format.

2. Translate texts in the exported XLIFF file using any tool that supports XLIFF 1.2, e.g. Swordfish Translation Editor.

3. Replace the original slide backgrounds with the new ones that are captured in the new language.

4. Import the translated XLIFF file into the project that its slide backgrounds have been replaced in step 3.

5. Test the localized version of your project, make sure that all screenshot images are replaced, all texts are properly translated and displayed.
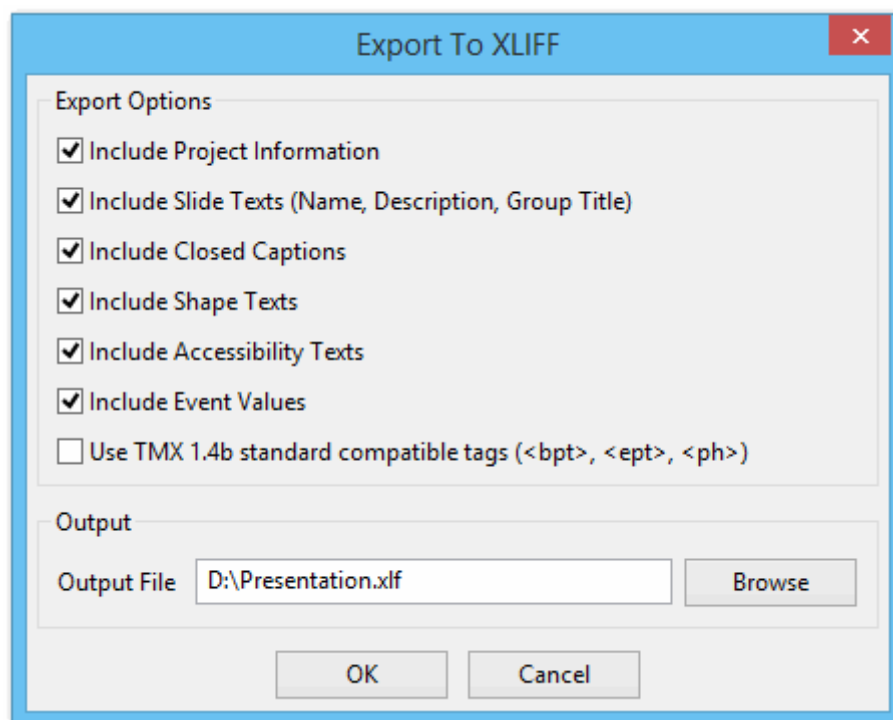
The next sections will describe each step in detail.

Exporting To XLIFF

XLIFF (XML Localization Interchange File Format) is an XML-based format created to standardize the way localizable data are passed between tools during a localization process.

To export texts in your project to XLIFF format, do the following steps:

1. Click on menu **Localize > Export To XLIFF**.

2. In the **Export To XLIFF** dialog, select types of text which you want to export for translation.

3. Select option *Use TMX 1.4b standard compatible tags (<bpt>, <ept>, <ph>)* if your translation tool doesn't support <g> and <x/> tag.

4. Enter the output location and filename.

5. Click **OK** to start exporting to XLIFF.

Replacing Slide Backgrounds

You should not localize directly in your original project, but do it in a copy of the original project. So this section also describes the step to copy the project for completeness.

1. Create a copy of the original project for the new language:

    - Copy the project file in File Explorer, or use **Project > Save As** feature in ActivePresenter.

    - If you copy it in File Explorer, make sure it is not opening in ActivePresenter. The project copied from an opening project may be corrupt.

    - Give the copied project a meaningful name. It is recommended that the project name has language code suffice, e.g. *Skype_es.approj*. You can also create a folder for the new language and place the copied project there.

2. Capture new project for the new language:

    - Change language preferences and settings for the captured application and OS to display the new language, if needed.

    - Use the same project size (width x height) as of the original project.

    - Use the *Smart Capture* profile.

    - Should name the new captured project a meaningful name, e.g. *Skype_es_captured.approj*.

3. Open **Slide Background Replacer** dialog to replace slide backgrounds in the project copied in step 1 by new ones captured in step 2:

    - Open the project copied in step 1 (*Skype_es.approj*).

    - Select **Localize > Replace Slide Backgrounds > All Slides From Project**.

    - If you just want to replace some slides, select them then choose **Selected Slides From Project** in **Localize > Replace Slide Backgrounds** menu.

    - Browse the new project captured in step 2 (*Skype_es_captured.approj*).

4. In the **Slide Background Replacer** dialog, arrange new slides on the right in the same order as current slides on the left:
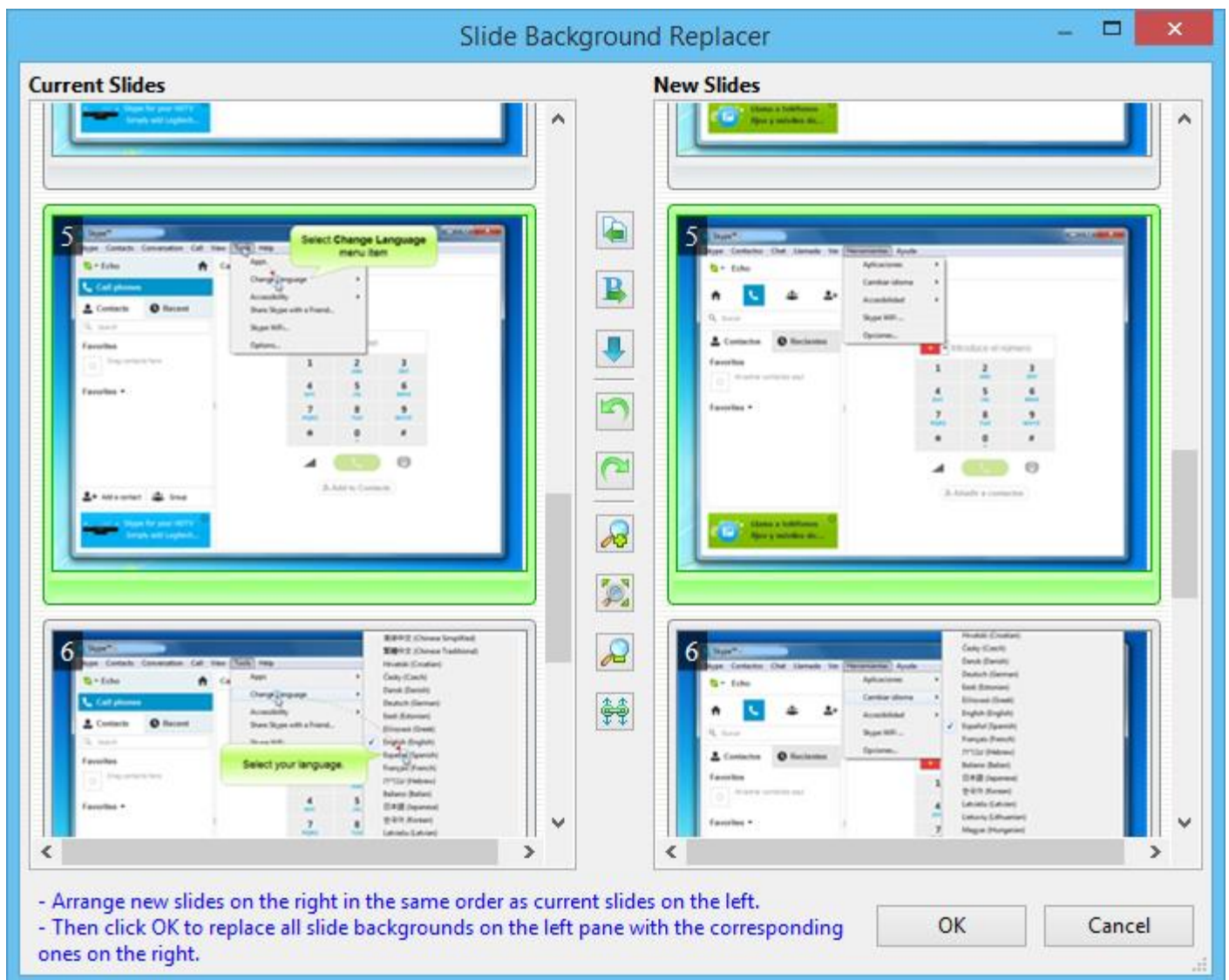
- To move a slide, drag it and drop to new position.
- To copy/ cut/ paste/ delete slides, use hotkeys or right-click menu.
- To undo/ redo, use hotkeys or buttons.
- If you are not sure that a new slide is redundant or not, use **Move To Bottom** function instead of deleting it.
- If a certain step (slide) is required in the new language, but not available in the original language, use **Copy To Left** function.
- If you do not want to change a certain slide in the left (for example, the introduction slide), use **New Place Holder** function.

5. Click **OK** button on the **Slide Background Replacer** dialog to replace slide backgrounds.

Importing From XLIFF

After translating text and replacing slide backgrounds, you need to import the XLIFF file back to the project that its slide backgrounds are replaced. ActivePresenter will replace current texts in your project with the corresponding texts in the translated XLIFF file.

1. Open the project that has been replaced slide backgrounds.
2. Select **Localize > Import From XLIFF** menu and browser the translated XLIFF file for the project.
3. Verify imported text on each slide, adjust object position and size if necessary.

Right-To-Left Language

ActivePresenter 4.0 introduces a new property of project, **Project Language** which allows you to create the content for right-to-left language whether it is supported in the user interface of ActivePresenter or not.

The right-to-left language is fully supported in the most important features such as editing, Export To HTML5 Simulation, Export To Video. It is also supported partially in Export To Microsoft Word/PowerPoint/Excel…

The following screenshot shows how the right-to-left language is supported in the editor:
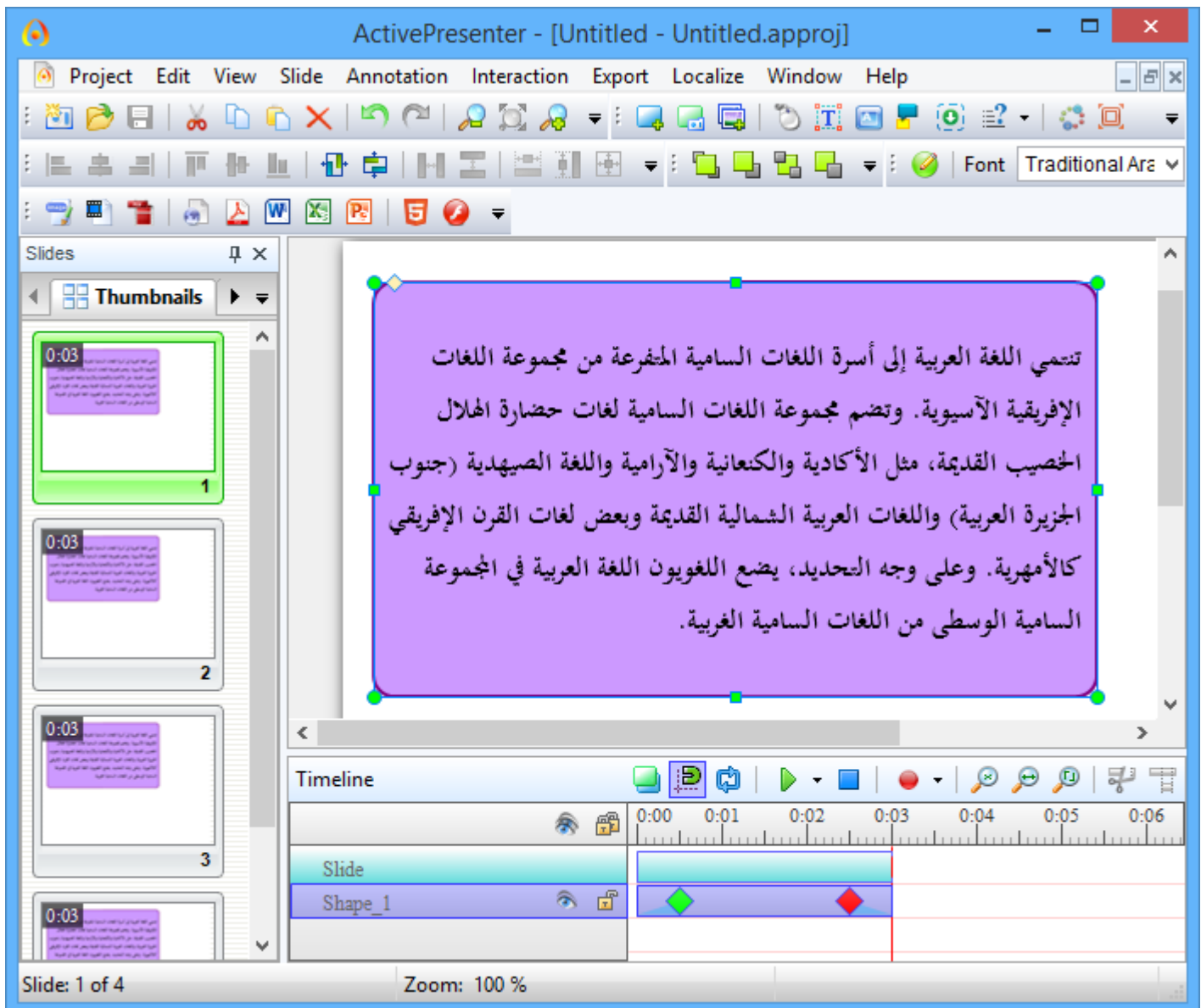
This screenshot shows how it looks like in the HTML5 Simulation output:

Active Window

Suppose you are creating a simple manual with ActivePresenter, for example a Microsoft Word document shows how to delete a folder in Windows. Sometimes, you want ActivePresenter to capture the window of file explorer, the other times, you want it to capture only the confirmation dialog which ask you whether to delete the folder. So, how to achieve this with ActivePresenter?

ActivePresenter can automatically detect the area that you want to capture and save the information to captured slides. That information is called Active Window. To view the Active Window, you can select the **Slide > Slide Background > View Active Window Area** option.

The following screenshot shows an Active Window area (in the dotted red rectangle) in a captured slide:
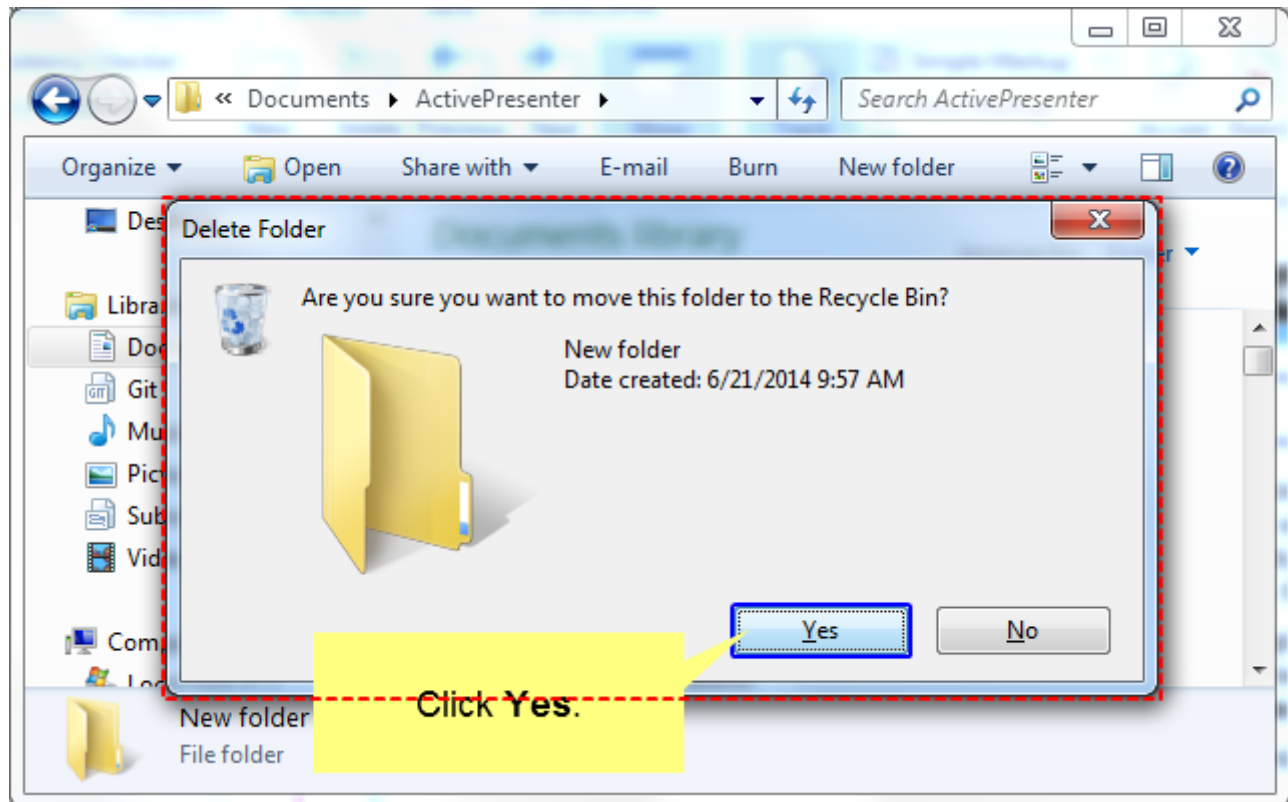
The Active Window areas detected while capturing are not always fit in a certain circumstance. You can modify these areas by enabling the **Slide > Slide Background > Edit Active Window Area** option. After the **Edit Active Window Area** option is enabled, you can drag and resize them similar to manipulating a slide object.

The following screenshot shows how the content in above example displayed in the exported output. Note that the exported area contains the Active Window area and other slide objects:

Select the folder and press Delete.

Click Yes.

3
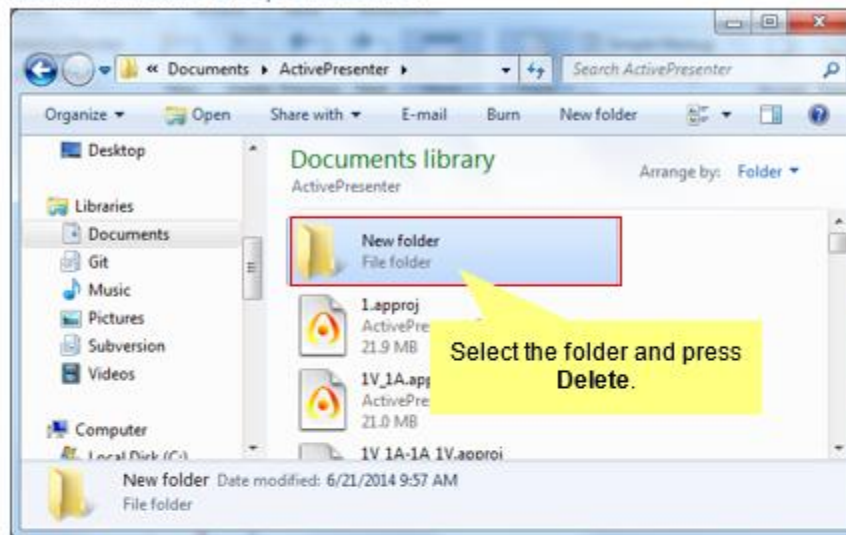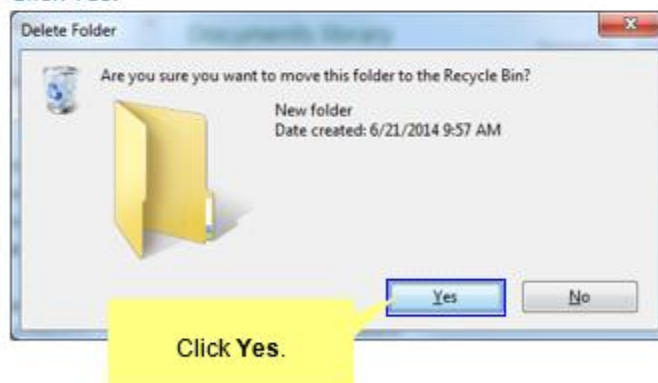
Exporting The Project

In the previous chapters, we saw how to **create content** and **edit** it. Now we have come to the final stage of exporting the content in the **desired formats** (as images, videos, interactive presentation or documents).

Depending upon the export format, an exported presentation can be viewed on standard software, such as web browsers (e.g. Firefox, Internet Explorer), video players (e.g. VLC, The KMPlayer), image viewers (Picasa, Irfanview, XnView, etc.), Microsoft Office/LibreOffice, etc.

Overview Of Exporting Options

ActivePresenter allows you to render the presentation in many different forms:

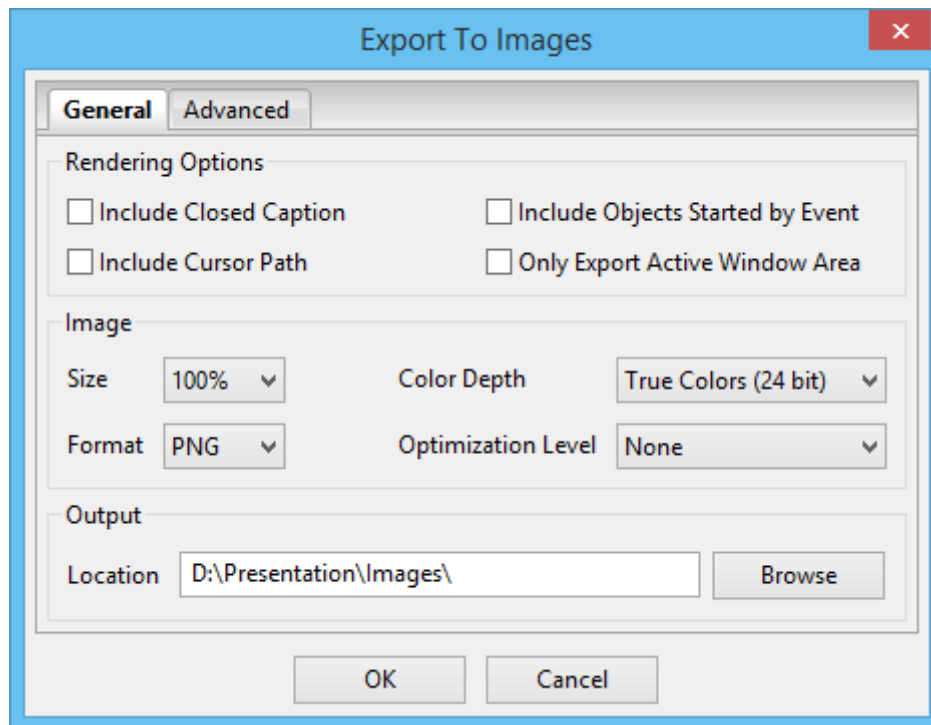| Format	Remarks
Images	Export all slides as images, and then use those images for any purposes related to the presentation/training course.
Video	Use videos when interaction with audience is not needed.
HTML SlideShow	Slides are exported as images, and embedded in HTML pages; to be viewed in a browser.
PDF Document	Slides are exported as images, and embedded in PDF format.
Microsoft Word	Slides are exported as shapes, text and images, and inserted in a doc/*docx* file. Now this file can be edited further in Microsoft Word (or LibreOffice Writer).
Microsoft Excel	Slides are exported as shapes, text and images, and inserted in a xls/*xlsx* file. Now this file can be edited further in Microsoft PowerPoint (or LibreOffice Calc).
Microsoft PowerPoint	Slides are converted into PowerPoint slides. This exported ppt/*pptx* file can be edited further in Microsoft PowerPoint (or LibreOffice Impress).
HTML5 Simulation	Presentation is exported as a set of files (HTML, CSS, JavaScript…) using HTML5 standard so it can run on most modern browsers (Internet Explorer 9 or later, Google Chrome, Mozilla FireFox, Safari) on various devices and platforms (Windows, MacOS, Linux, iOS, Android). The presentation can also run on older browsers (such as Internet Explorer 7

	and 8) if Adobe Flash Player or Microsoft Silverlight plugin is installed.
Flash Simulation	Presentation is exported as a set of HTML files with Flash content; to be viewed in a browser.

These options are explained in details in below sections.

Exporting To Images

Typical uses of exported images are to create brochures, handouts, and posters for the training. Images are also useful to translate the training in another format, such as PowerPoint.

General Options

These options are divided in three sections, as follows:

Rendering Options

Option	Remarks
Include **Closed Caption**	If this option is selected, the images will have Closed Caption. • Note that if the image size is reduced, the captions may not be readable. On the contrary, they will obstruct whatever little space is left. Then it is best to drop it.
Include Objects Started by Event	If this option is selected, ActivePresenter includes objects that are triggered by events.
Include Cursor Path	Allows you to show (or hide) the cursor path.
Only Export Active	The exported area only includes the **Active Window** area and slide

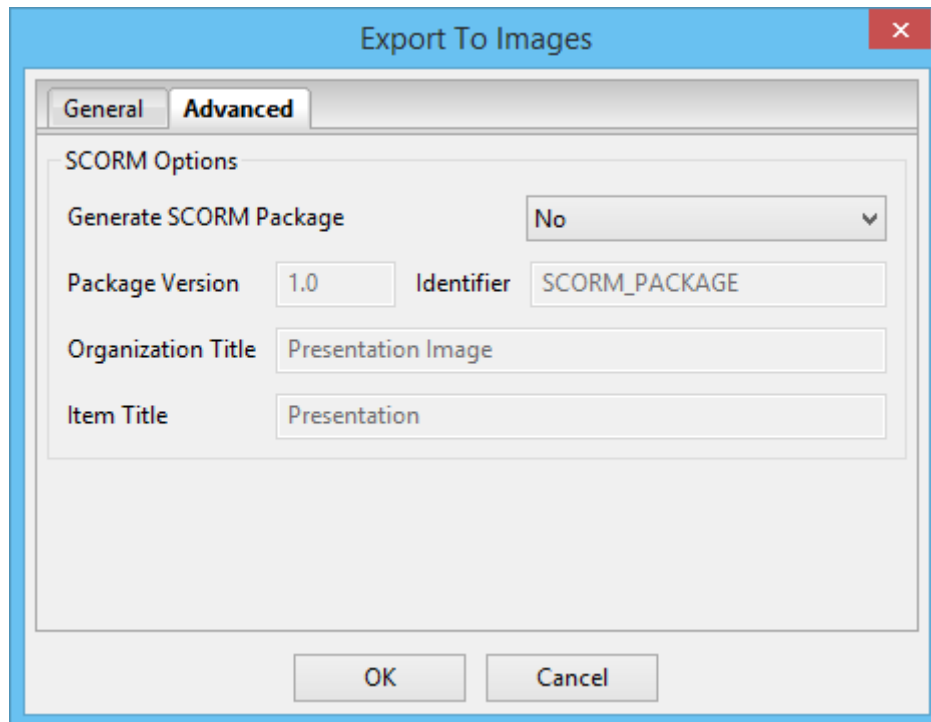| Window Area	objects which are selected to export.

Image

Parameter	Options	Remarks
Size	Range: 10% to 150% (in steps of 10%)	The size is relative to canvas size selected at the beginning of the project (you can check this out at any time by using the **Project>project Information** menu option) Note that ActivePresenter only works with logical size (i.e. pixels). However, when displayed/printed, the physical size depends on pixels and the dpi (dots-per-inch) setting of the displaying printing device.
Color Depth	True Colors (24 bit) 256 Colors (8 bit) Grayscale (8 bit)	Higher color depth makes the presentation look stunning. But it also increases the file size. When the images are inserted in other files, that file also will become large.
Format	JPEG PNG	Due to their specs and compression algorithms, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings...). Note that JPEG compression is lossy while PNG is lossless, so PNG retains crystal clear quality, but the downside of PNG is that it does not compress well with pictures (very big file size) and the decoding (when viewing) is slower than JPEG. However, screenshots are compressed better with PNG, the file has small size and there is no loss of quality.
Optimization Level	None Low Normal High Ultra	These are relative compression levels. Note that the higher the compression level, the longer it takes to export. • Select *None* when testing the output. • Select *Ultra* or *High* when exporting the final result. This option is only available if the PNG image format is selected.
Quality	Range: 1% to 100%	The higher the quality, the larger the output file size. This option is only available if the JPEG image format is selected.

Output Location

Define the location where the exported images will be placed.

SCORM Options

These are the SCORM-related options:

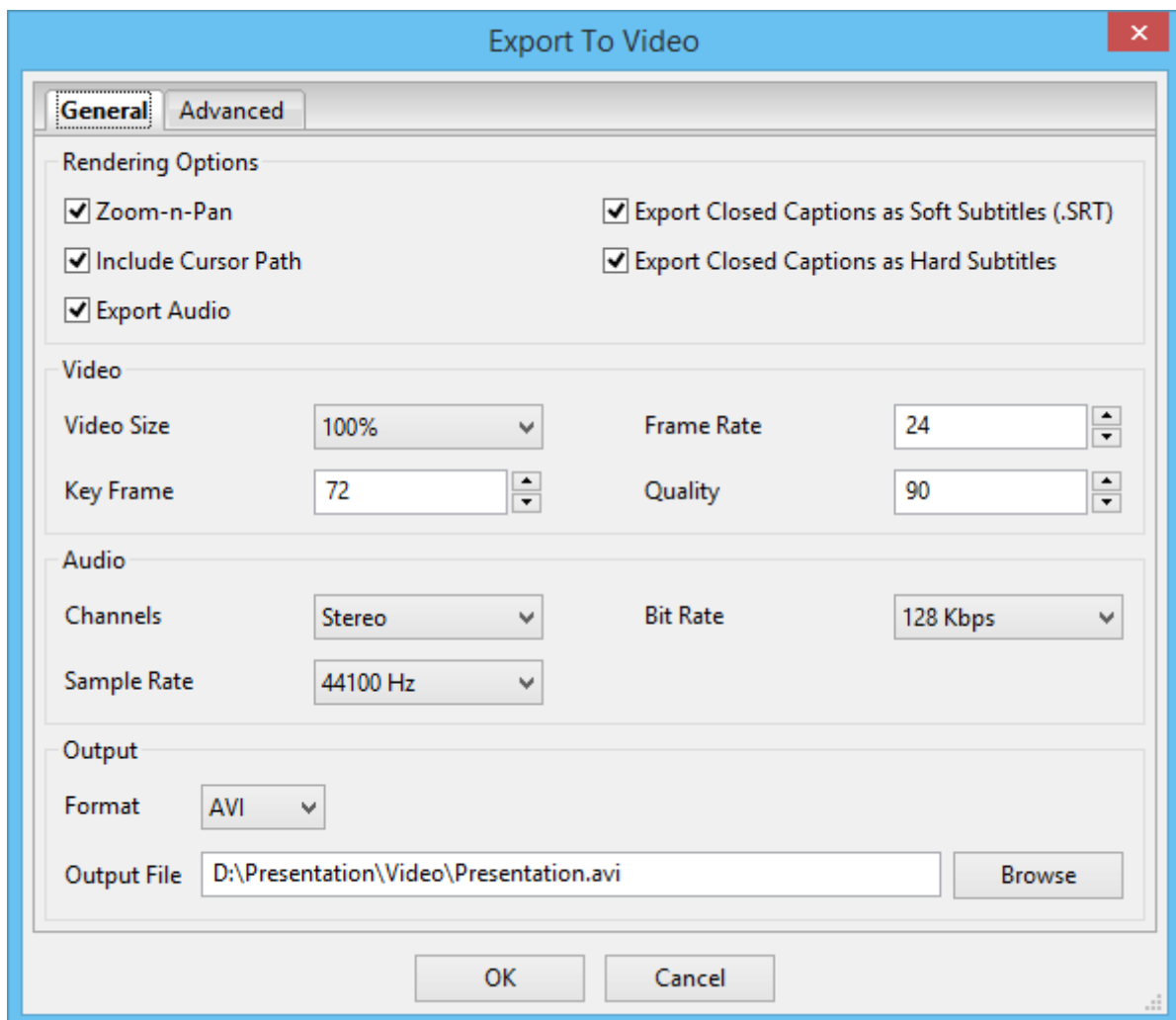| Parameter	Options	Remarks
Generate SCORM Package	No SCORM 1.2 SCORM 2004	If your LMS supports both 1.2 and 2004 versions of **SCORM**, please choose 2004 version (the latest version).
Package Version		Specify a version that can be used to differentiate manifests with the same identifier. For example, if you are uploading the same project after modifying it, provide a different version number.
Identifier		Specify a name used by the LMS to identify different manifests. (This value is generated automatically by ActivePresenter but you can change it if needed.)
Organization Title		Specify a title for the organization which this item belongs to. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)
Item Title		Specify a title for the item. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)

Exporting To Video

Video format is suitable when the audience (or an individual student) does not have to interact with the presentation in a self-paced manner.

The advantage of video over the image or documents formats is that the video contains all animations, closed captions and voice.

The disadvantage of video is that it can be made in one language at a time (thanks to the Closed Caption and audio objects it contains).

You can export in multiple video formats. The selection of a format over the others is primarily driven by which codecs are allowed to be used in your country, thanks to the country-specific patent laws. Other than that, there may be quality vs file size preferences or what player software is available on the target hardware.

General Options

The options are divided into four sections:

Rendering Options

Option	Remarks
Exported Closed Captions as Soft Subtitles (.SRT)	If you select this option, the Closed Captions will be exported as a separate subtitle file (with srt extension). The player must have the capability to display subtitles. Note that this allows you to change the font size and color of the subtitles at play time. You can also change the srt file to display the subtitles in a different language.
Export Closed Caption as Hard Subtitles	If you select this option, the Closed Captions will be hard-coded inside the video. In this case any video player can play the video can also display subtitles. However, the attributes of the subtitles cannot be changed at play time.
Zoom-n-Pan	If selected, the effects of zoom-n-pan objects will be included in the exported video.
Include **Cursor Path**	Whether to render the cursor paths or not.
Export Audio	This option is selected by default. Deselect this option if you want to remove audio from the output. Since the audio data is not written to the output file so the file size will be smaller comparing to a similar video with silence audio.

Video

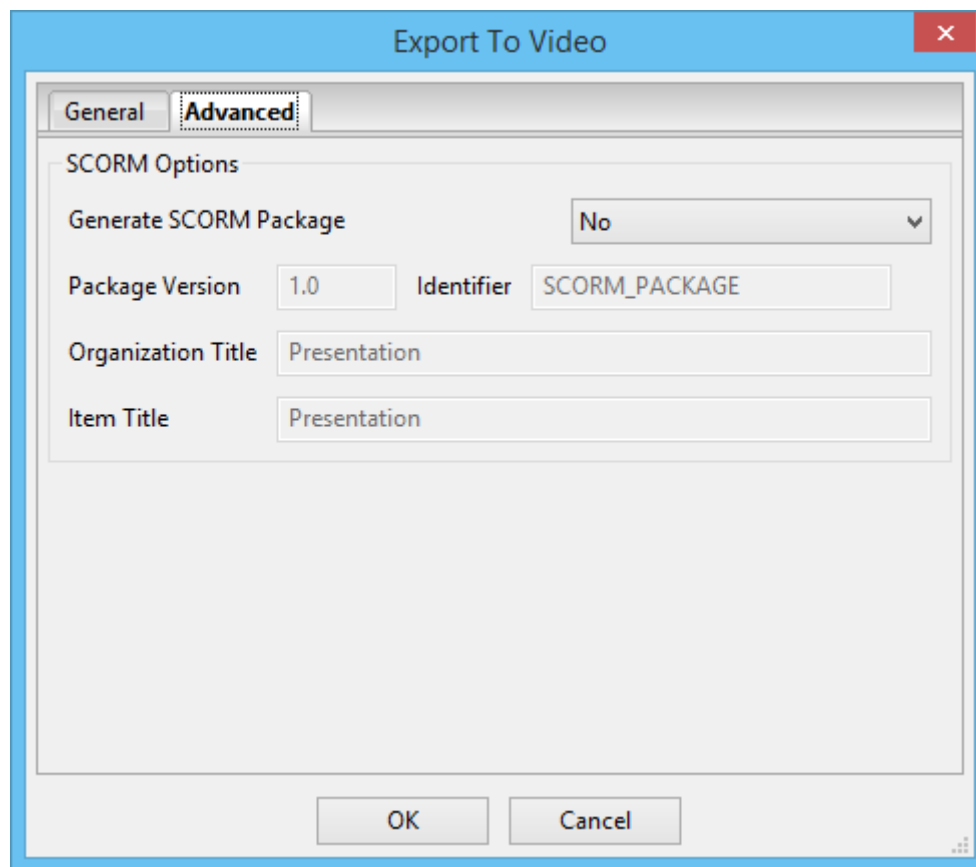| Option	Remarks
Video Size	Range: 50% to 150% (in steps of 10%) The reference is the canvas size which you specified when you created the project. The video will be rescaled using *Bicubic* interpolation. Note that the aspect ratio is fixed when you created the project; it cannot be changed at render time.
Frame Rate	Set between 1 and 30 fps (frames per second).
Key Frame	Specify the number of frames between which we must have a key frame. (default=3* Frame Rate)
Quality	Select in the range [1,100] (Higher the number, better the quality and larger the file size)

Audio

Option	Remarks
Channels	Select from mono/stereo
Bit Rate	Select from 64, 96 and 128 kbps This option is only available for AVI, MP4, and WMV formats.
Sample Rate	Select from 11025, 22050 and 44100 Hz.
Quality	Select in the range [1,100] (Higher the number, better the quality and larger the file size) This option is only available for WebM format.

Output

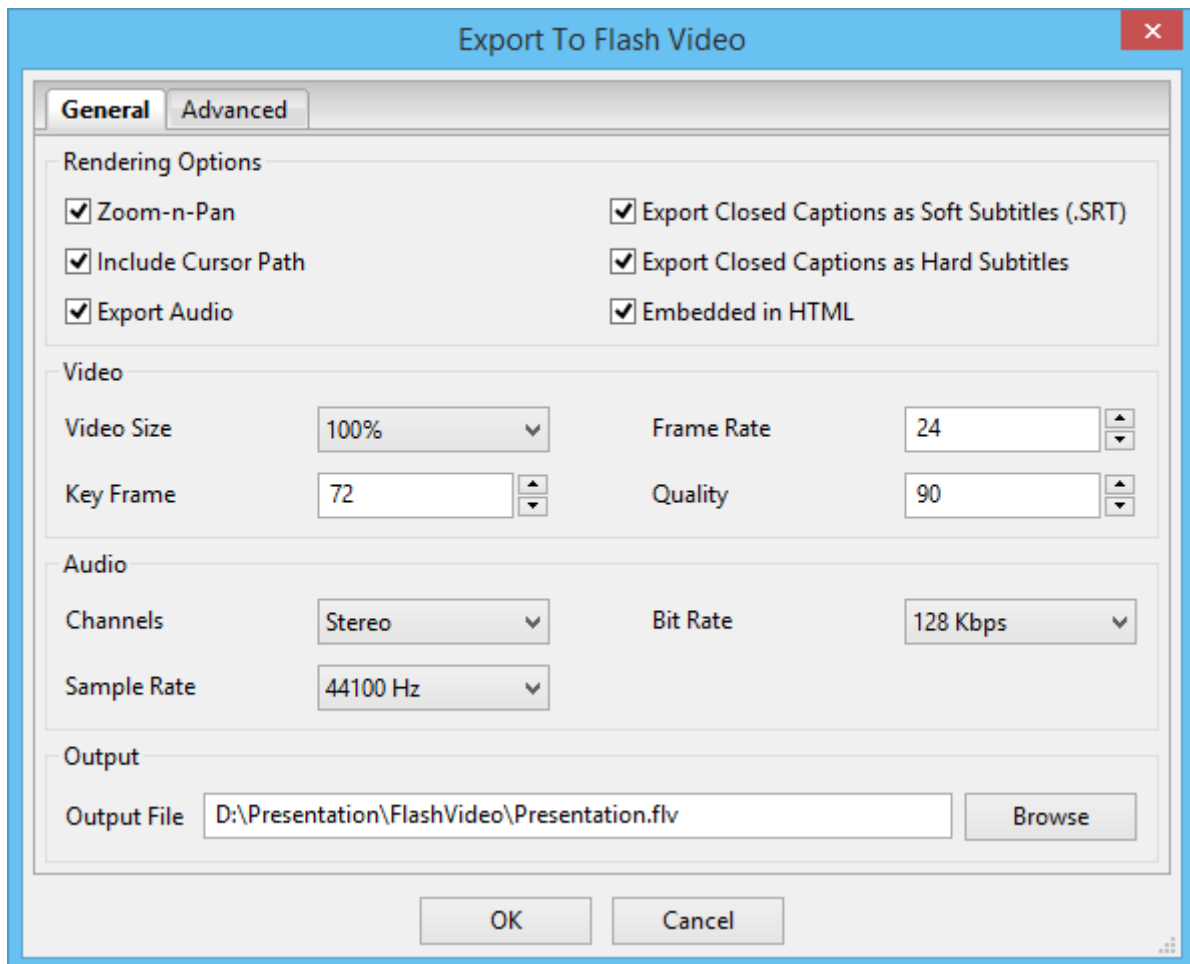| Option	Remarks
Format	Select from AVI, MP4, WMV, WebM (HTML-5), MKV. The following video and audio codecs are used for each container format: • AVI: MS MPEG4 v2, WMA v2 • MP4: MPEG4 Simple@L1, MP3 • WMV: WMV v2, WMA v2 • WebM: VP8, Vorbis • MKV: Flash Screen Video, PCM 16-bit (this format using lossless audio and video codecs so it can be used for further editing in other programs without quality loss)
Output File	Specify the file path and name for exported video.

Advanced Options

The following SCORM options are available:

Parameter	Options	Remarks
Generate SCORM Package	No SCORM1.2 SCORM 2004	If your LMS supports both 1.2 and 2004 versions of **SCORM**, please choose 2004 version (the latest version).
Package Version		Specify a version that can be used to differentiate manifests with the same identifier. For example, if you are uploading the same project after modifying it, provide a different version number.
Identifier		Specify a name used by the LMS to identify different manifests. (This value is generated automatically by ActivePresenter but you can change it if needed.)
Organization Title		Specify a title for the organization which this item belongs to. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)

Item Title		Specify a title for the item. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)

Exporting To Flash Video

This has two different options: General and Advanced (SCORM).

General Options

The options are divided into four sections:

Rendering Options

Option	Remarks
Exported Closed Captions as Soft Subtitles (.SRT)	If you select this option, the Closed Captions will be exported as a separate subtitle file (with srt extension). The player must have the capability to display subtitles. Note that this allows you to change the font size and color of the subtitles at play time. You can also change the srt file to display the subtitles in a different language.

Export Closed Caption as Hard Subtitles	If you select this option, the Closed Captions will be hard-coded inside the video. In this case any video player can play the video can also display subtitles. However, the attributes of the subtitles cannot be changed at play time.
Zoom-n-Pan	If selected, the effects of zoom-n-pan objects will be included in the exported video.
Embedded in HTML	If you select this option, the flash will be embedded in an HTML file. This can be viewed in a browser directly. • If you deselect this option, a stand-alone video will be created.
Include **Cursor Path**	Deselecting this option will hide the cursor path.
Export Audio	This option is selected by default. Deselect this option if you want to remove audio from the output. Since the audio data is not written to the output file so the file size will be smaller comparing to a similar video with silence audio.

Video

Option	Remarks
Video Size	Range: 50% to 150% (in steps of 10%) The reference is the canvas size which you specified when you created the project. The video will be rescaled using *Bicubic* interpolation. Note that the aspect ratio is fixed when you created the project; it cannot be changed at render time.
Frame Rate	Set between 1 and 30 fps (frames per second).
Key Frame	Specify the number of frames between which we must have a key frame (default=3* Frame Rate)
Quality	Select in the range [1,100] (Higher the number, better the quality and larger the file size)

Audio

Option	Remarks
Channels	Select from mono/stereo
Bit Rate	Select from 64, 96 and 128 kbps

Sample Rate	Select from 11025, 22050 and 44100 Hz.

Output

Option	Remarks
Output File	Specify the file path and name for exported flash video.

Advanced Options

This tab contains SCORM-related options and video thumbnail-related options.

SCORM-related Options

Parameter	Options	Remarks
Generate SCORM Package	No SCORM1.2 SCORM	If your LMS supports both 1.2 and 2004 versions of **SCORM**, please choose 2004 version (the latest version).

	2004	
Package Version		Specify a version that can be used to differentiate manifests with the same identifier. For example, if you are uploading the same project after modifying it, provide a different version number.
Identifier		Specify a name used by the LMS to identify different manifests. (This value is generated automatically by ActivePresenter but you can change it if needed.)
Organization Title		Specify a title for the organization which this item belongs to. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)
Item Title		Specify a title for the item. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)

Video Thumbnail options

This option allows you to select a thumbnail for the video, the thumbnail is displayed on the very first screen when you open the video and before you click on the *play* button to start playing the video.

Option	Remarks
None	Do not use a thumbnail. The initial screen of the FLV player will be displayed instead.
Select a slide image from project	Select a slide from the current project itself, which will act as a thumbnail.
Select an image from file	Browse for an image file.

Exporting To HTML SlideShow

This has two different options: General options and Advanced (SCORM).

General Options

These options are divided in three sections, as follows:

Rendering Options

Option	Remarks
Include **Closed Caption**	If this option is selected, the images will have CC. • Note that if the image size is reduced, the captions may not be readable. On the contrary, they will obstruct whatever little space is left. Then it is best to drop it.
Generate Navigation Guide page	Create a first page which contains guideline about using hot-key to navigate through the slides.
Include **Cursor Path**	Deselecting this option will hide the cursor path.
Generate in compact mode	Create only one slide per *Slide Group*.

Include Objects started by event	Includes the objects that are started by event.
Only Export Active Window Area	The exported area only includes the **Active Window** area and slide objects which are selected to export.

Image

Parameter	Options	Remarks
Size	Range: 10% to 150% (in steps of 10%)	The size is relative to canvas size selected at the beginning of the project (you can check this out at any time by using the **Project>Project Information** menu option) Note that ActivePresenter only works with logical size (i.e. pixels). However, when displayed/printed, the physical size depends on pixels and the dpi (dots-per-inch) setting of the displaying printing device.
Color Depth	True Colors (24 bit) 256 Colors (8 bit) Grayscale (8 bit)	Higher color depth makes the presentation look stunning. But it also increases the file size. When the images are inserted in other files, that file also will become large.
Format	JPEG PNG	Due to their specs and compression algorithms, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings...). Note that JPEG compression is lossy while PNG is lossless, so PNG retains crystal clear quality, but the downside of PNG is that it does not compress well with pictures (very big file size) and the decoding (when viewing) is slower than JPEG. However, screenshots are compressed better with PNG, the file has small size and there is no loss of quality.
Optimization Level	None Low Normal High Ultra	These are relative compression levels. Note that the higher the compression level, the longer it takes to export. • Select *None* when testing the output. • Select *Ultra* or *High* when exporting the final result. This option is only available if the PNG image format is selected.
Quality	Range: 1% to 100%	The higher the quality, the larger the output file size. This option is only available if the JPEG image format is

		selected.

Output Location

Define the location where the exported contents will be placed.

Advanced Options

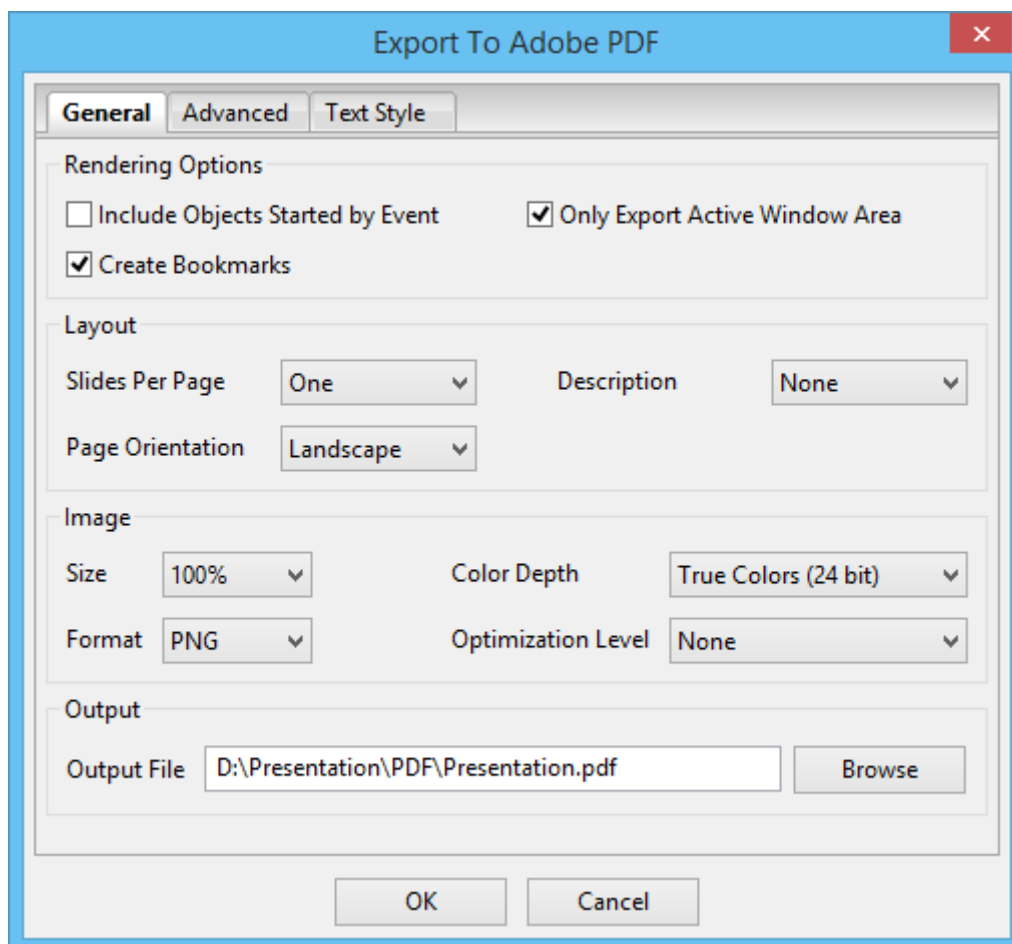The following SCORM-related options are available:

SCORM-related Options

Parameter	Options	Remarks
Generate SCORM Package	No SCORM1.2 SCORM 2004	If your LMS supports both 1.2 and 2004 versions of **SCORM**, please choose 2004 version (the latest version).
Package Version		Specify a version that can be used to differentiate manifests with the same identifier. For example, if you are uploading the same project after modifying it, provide a different version number.
Identifier		Specify a name used by the LMS to identify different manifests. (This value is generated automatically by ActivePresenter but you can change it if needed.)

Organization Title		Specify a title for the organization which this item belongs to. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)
Item Title		Specify a title for the item. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)

Exporting To Adobe PDF Document

This has three tabs: General options, Advanced options (SCORM-related), Text styles options.

General Options

The options are divided into four sections:

Rendering Options

Option	Remarks
Include Objects Started by Event	Include Objects Started by Event
Create Bookmarks	Bookmarks are created from slide names and each bookmark is linked to corresponding slide image. In other words, ActivePresenter creates bookmark links to each slide. However, there is a little difference in Compact mode, the first bookmark level is slide group title, the second one is slide name.

Only Export Active Window Area	The exported area only includes the **Active Window** area and slide objects which are selected to export. It is usually used with the Slides per page – Contiguous option.

Layout

Option	Remarks
Slides per page	One – Single slide per page Two – Two slides per page (top, bottom) Contiguous – The slides are written contiguously in a page until there is not enough space, then it will move to the next page. Compact – In this mode, only the screen of first slide in each group is exported. For the following slides, ActivePresenter exports only the slide name and slide description.
Description	This is the slide description. None – No description exported. Choose on which side of the slide the description has to be placed: Top, Left, Right, or Bottom
Page orientation	Choose from landscape and portrait. The page size is fixed (A4). ActivePresenter also used fixed margins of 1" (2.54 cm) on all sides.

Image

Parameter	Options	Remarks
Size	Range: 10% to 150% (in steps of 10%)	The size is relative to canvas size selected at the beginning of the project (you can check this out at any time by using the **Project>Project Information** menu option) Note that ActivePresenter only works with logical size (i.e. pixels). However, when displayed/printed, the physical size depends on pixels and the dpi (dots-per-inch) setting of the displaying printing device.
Color Depth	True Colors (24 bit) 256 Colors (8 bit) Grayscale (8 bit)	Higher color depth makes the presentation look stunning. But it also increases the file size. When the images are inserted in other files, that file also will become large.
Format	JPEG PNG	Due to their specs and compression algorithms, JPEG is best suited for pictures while PNG is best suited for

		computer-generated images (screenshots, drawings...).
		Note that JPEG compression is lossy while PNG is lossless, so PNG retains crystal clear quality, but the downside of PNG is that it does not compress well with pictures (very big file size) and the decoding (when viewing) is slower than JPEG. However, screenshots are compressed better with PNG, the file has small size and there is no loss of quality.
Optimization Level	None Low Normal High Ultra	These are relative compression levels. Note that the higher the compression level, the longer it takes to export. • Select *None* when testing the output. • Select *Ultra* or *High* when exporting the final result. This option is only available if the PNG image format is selected.
Quality	Range: 1% to 100%	The higher the quality, the larger the output file size. This option is only available if the JPEG image format is selected.

Output File

Specify the file path and name for the exported PDF document.

Advanced Options

The options are divided in three sections:

1. SCORM-related options
2. PDF document-related options
3. Security password for opening the PDF document.

SCORM-related Options

Parameter	Options	Remarks
Generate SCORM Package	No SCORM1.2 SCORM 2004	If your LMS supports both 1.2 and 2004 versions of **SCORM**, please choose 2004 version (the latest version).
Package Version		Specify a version that can be used to differentiate manifests with the same identifier. For example, if you are uploading the same project after modifying it, provide a different version number.
Identifier		Specify a name used by the LMS to identify different manifests. (This value is generated automatically by ActivePresenter but you can change it if needed.)
Organization Title		Specify a title for the organization which this item belongs to. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)

| Item Title | | Specify a title for the item. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.) |

PDF file-related options

Parameter	Remarks
Title	Title of the PDF document. • When you open the pdf in a viewer, this name appears in the Windows Bar (or in the tab, in case of a tabbed pdf reader).
Subject	Subject of the document. This is one of PDF document properties which can be seen in Document Properties in any PDF Viewer.
Keywords	Keywords defined in the PDF document.

Protection

Opening Password	You can set a password for opening this PDF document.
Confirm Password	Enter the password again manually (no copy-paste from the previous field). • This is to avoid the possibility that you entered a wrong password.

Text Style Options

These options control the text in the generated pdf file.
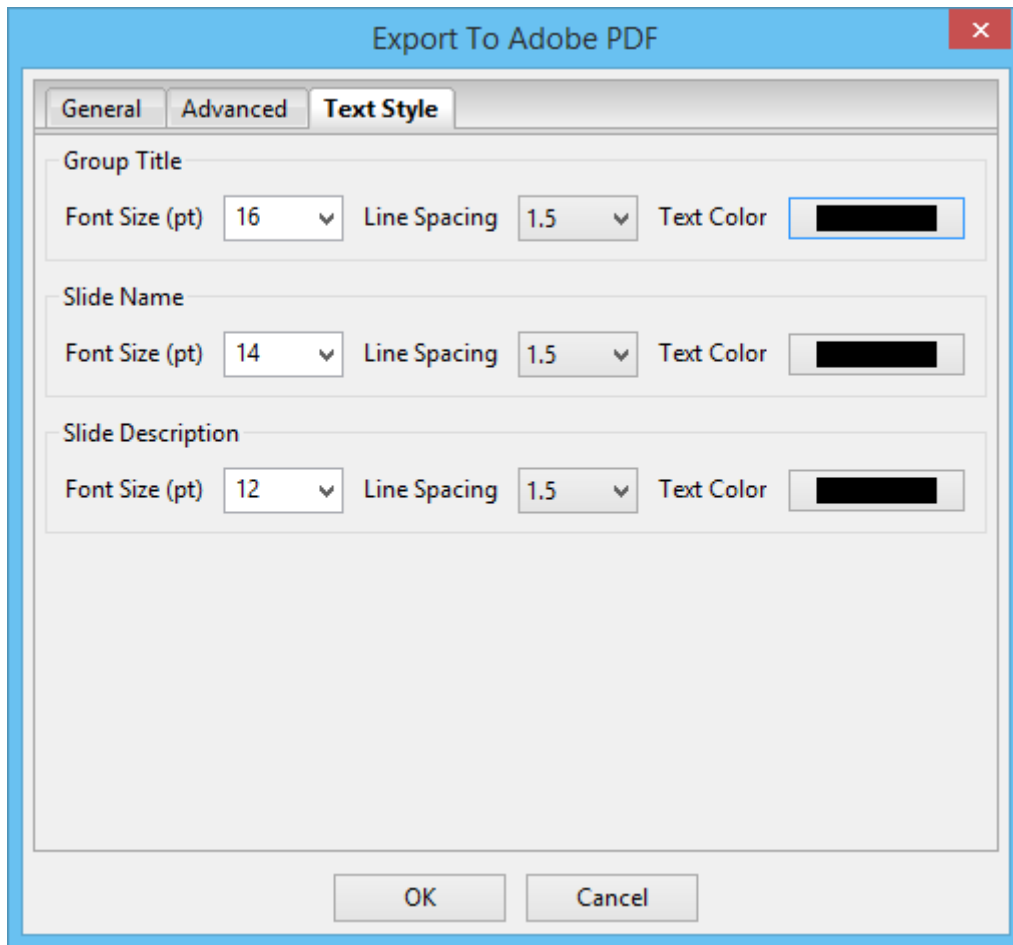
The font size, text color and line spacing are controlled for three different parts of the slides:

1. **Group Title**

It is printed before any slide group. Please note that the group title will only be exported in Compact mode.

2. **Slide name** (As entered in the **Slide Titles** pane)

3. **Slide Description**

Exporting To Microsoft Word Document

There are two tabs:

1. General
2. Advanced

General Options
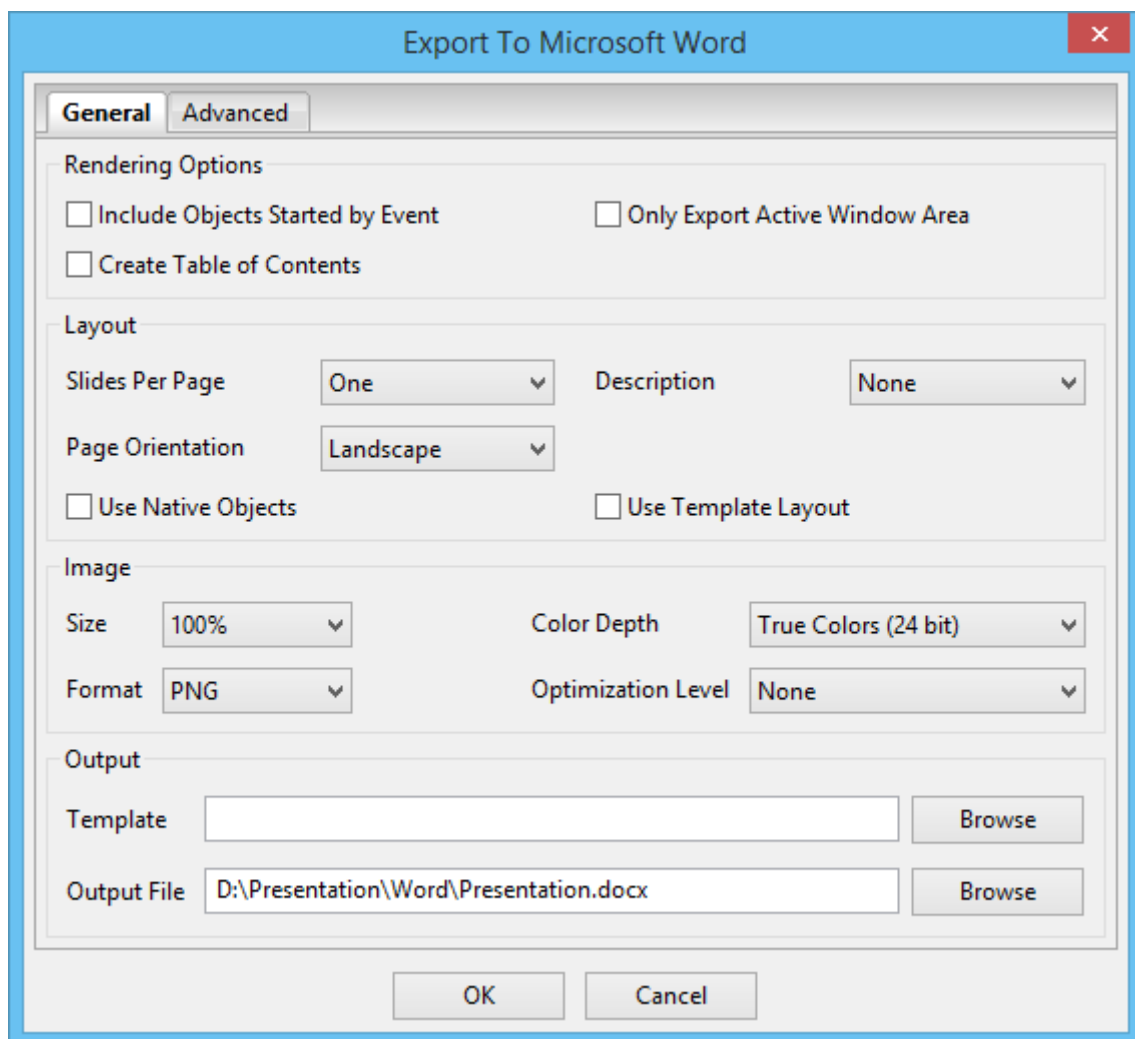
Rendering Options

Option	Remarks
Include Objects Started by Event	Include Objects Started by Event
Create Table of	Adds a TOC to the document, hyperlinked to the slides

Contents	
Only Export Active Window Area	The exported area only includes the **Active Window** area and slide objects which are selected to export. It is usually used with the Slides per page – Contiguous option.

Layout options

Option	Remarks
Slides per page	One – Single slide per page Two – Two slides per page (top, bottom) Contiguous – The slides are written contiguously in a page until there is not enough space, then it will move to the next page. Compact – In this mode, only the screen of first slide in each group is exported. For the following slides, ActivePresenter exports only the slide name and slide description.
Description	Slide description. None – No description exported. Choose on which side of the slide the description has to be placed: Top, Left, Right, or Bottom
Page orientation	Choose from landscape and portrait. The page size is fixed (A4). ActivePresenter uses fixed margins of 1" (2.54 cm) on all sides.
Use Native Objects	Use Microsoft Word auto-shapes, images, text boxes, and text for representing slide objects. Otherwise, each object is exported as an image. Using native objects will allow editing the shapes directly within MS Word later once exported. Otherwise, slide objects are exported as images so it is almost impossible to edit exported document later.
Use Template Layout	Use the layout specified in the template. Refer to Appendix **Create custom Word template** to learn more about how to create a custom layout.

Image options

Parameter	Options	Remarks
Size	Range: 10% to 150% (in steps of 10%)	The size is relative to canvas size selected at the beginning of the project (you can check this out at any time by using the **Project>Project Information** menu option) Note that ActivePresenter only works with logical size

		(i.e. pixels). However, when displayed/printed, the physical size depends on pixels and the dpi (dots-per-inch) setting of the displaying printing device.
Color Depth	True Colors (24 bit) 256 Colors (8 bit) Grayscale (8 bit)	Higher color depth makes the presentation look stunning. But it also increases the file size. When the images are inserted in other files, that file also will become large.
Format	JPEG PNG	Due to their specs and compression algorithms, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings...). Note that JPEG compression is lossy while PNG is lossless, so PNG retains crystal clear quality, but the downside of PNG is that it does not compress well with pictures (very big file size) and the decoding (when viewing) is slower than JPEG. However, screenshots are compressed better with PNG, the file has small size and there is no loss of quality.
Optimization Level	None Low Normal High Ultra	These are relative compression levels. Note that the higher the compression level, the longer it takes to export. • Select *None* when testing the output. • Select *Ultra* or *High* when exporting the final result. • This option is only available if the PNG image format is selected.
Quality	Range: 1% to 100%	The higher the quality, the larger the output file size. This option is only available if the JPEG image format is selected.

Output location

Template	Location of the template file, which the doc file has to use.
Output File	Specify the file path and name of exported document.

Advanced Options

These are SCORM-related options.

Parameter	Options	Remarks
Generate SCORM Package	No SCORM1.2 SCORM 2004	If your LMS supports both 1.2 and 2004 versions of **SCORM**, please choose 2004 version (the latest version).
Package Version		Specify a version that can be used to differentiate manifests with the same identifier. For example, if you are uploading the same project after modifying it, provide a different version number.
Identifier		Specify a name used by the LMS to identify different manifests. (This value is generated automatically by ActivePresenter but you can change it if needed.)

Organization Title		Specify a title for the organization which this item belongs to. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)
Item Title		Specify a title for the item. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)

Creating Custom Word template

When exporting to MS Word Document, you can create your own Word template and let ActivePresenter use it to create the output document.

To create a custom layout template, you must have Word 2002 (Word XP) or higher version installed on your computer.

The steps are as follows:

1. Placement Of Contents

The following tags will be used to specify the location to place exported contents:

- $SlideName1
- $SlideDescription1
- $SlideImage1

For example, if you want to place slide name somewhere in the template, you type *$SlideName1* at that location.

Only the usage of $SlideImage1 is different. This used to specify the location of slide content (slide **background**, balloons, captions, texts, ...). You need to insert Word drawing canvas and set its Alternative Text to *$SlideImage1.*

2. Styling The Contents

To set style (font name, font size, color...) for Slide Name, Slide Description, you can not set text properties directly to the tags, instead you need to open the Styles pane and add new styles and named them as: *SlideName* and *SlideDescription.* ActivePresenter will automatically use these styles when writing Slide Name and Slide Description text.

After exporting, you can also change these styles easily by opening exported document and changes appropriate styles.

Exporting To Microsoft Excel Worksheet

This has two tabs: General options and advanced options

General Options

Rendering options

Option	Remarks
Include Objects Started by Event	Include Objects Started by Event
Only Export Active Window Area	The exported area only includes the **Active Window** area and slide objects which are selected to export. It is usually used with the Slides per page – Contiguous option.

Layout options

Option	Remarks
Slides per page	One – Single slide per page Two – Two slides per page (top, bottom) Contiguous – The slides are written contiguously in a page until there is not enough space, then it will move to the next page. Compact – In this mode, only the screen of first slide in each group is exported. For the following slides, ActivePresenter exports only the slide name and slide description.
Description	Slide description. None – No description exported. Choose on which side of the slide the description has to be placed: Top, Left, Right, or Bottom
Page orientation	Choose from *landscape* and *portrait.* The page size is fixed (A4). ActivePresenter uses fixed margins of 1" (2.54 cm) on all sides.
Use Native Objects	Use Microsoft Excel auto-shapes, images, text boxes, and text for representing slide objects. Otherwise, each object is exported as an image. Using native objects will allow editing the shapes directly within MS Excel later once exported. Otherwise, slide objects are exported as images so it is almost impossible to edit exported document later.

Image options

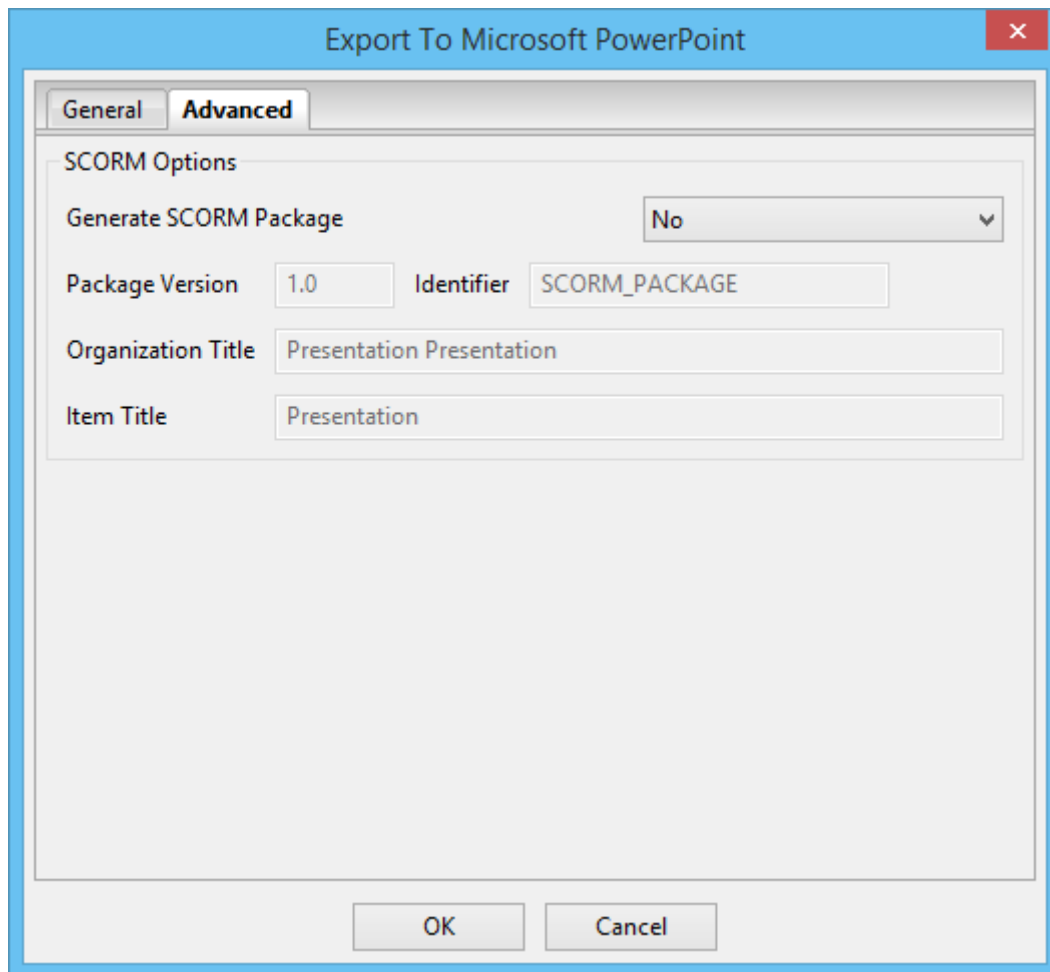| Parameter	Options	Remarks
Size	Range: 10% to 150% (in steps of 10%)	The size is relative to canvas size selected at the beginning of the project (you can check this out at any time by using the **Project>Project Information** menu option) Note that ActivePresenter only works with logical size (i.e. pixels). However, when displayed/printed, the physical size depends on pixels and the dpi (dots-per-inch) setting of the displaying printing device.
Color Depth	True Colors (24 bit) 256 Colors (8 bit) Grayscale (8 bit)	Higher color depth makes the presentation look stunning. But it also increases the file size. When the images are inserted in other files, that file also will become large.
Format	JPEG	Due to their specs and compression algorithms, JPEG

	PNG	is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings...).
		Note that JPEG compression is lossy while PNG is lossless, so PNG retains crystal clear quality, but the downside of PNG is that it does not compress well with pictures (very big file size) and the decoding (when viewing) is slower than JPEG. However, screenshots are compressed better with PNG, the file has small size and there is no loss of quality.
Optimization Level	None Low Normal High Ultra	These are relative compression levels. Note that the higher the compression level, the longer it takes to export. • Select *None* when testing the output. • Select *Ultra* or *High* when exporting the final result. This option is only available if the PNG image format is selected.
Quality	Range: 1% to 100%	The higher the quality, the larger the output file size. This option is only available if the JPEG image format is selected.

Output location

| Template | Location of the template file, which the file has to use. |
| Output File | Specify the file path and name of exported worksheet. |

Advanced Options

These are SCORM-related options.

Parameter	Options	Remarks
Generate SCORM Package	No SCORM1.2 SCORM 2004	If your LMS supports both 1.2 and 2004 versions of **SCORM**, please choose 2004 version (the latest version).
Package Version		Specify a version that can be used to differentiate manifests with the same identifier. For example, if you are uploading the same project after modifying it, provide a different version number.
Identifier		Specify a name used by the LMS to identify different manifests. (This value is generated automatically by ActivePresenter but you can change it if needed.)
Organization		Specify a title for the organization which this item belongs to.

| Title		(ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)
Item Title		Specify a title for the item. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)

Exporting To Microsoft PowerPoint Presentation

This has two tabs: General and Advanced.

General Options
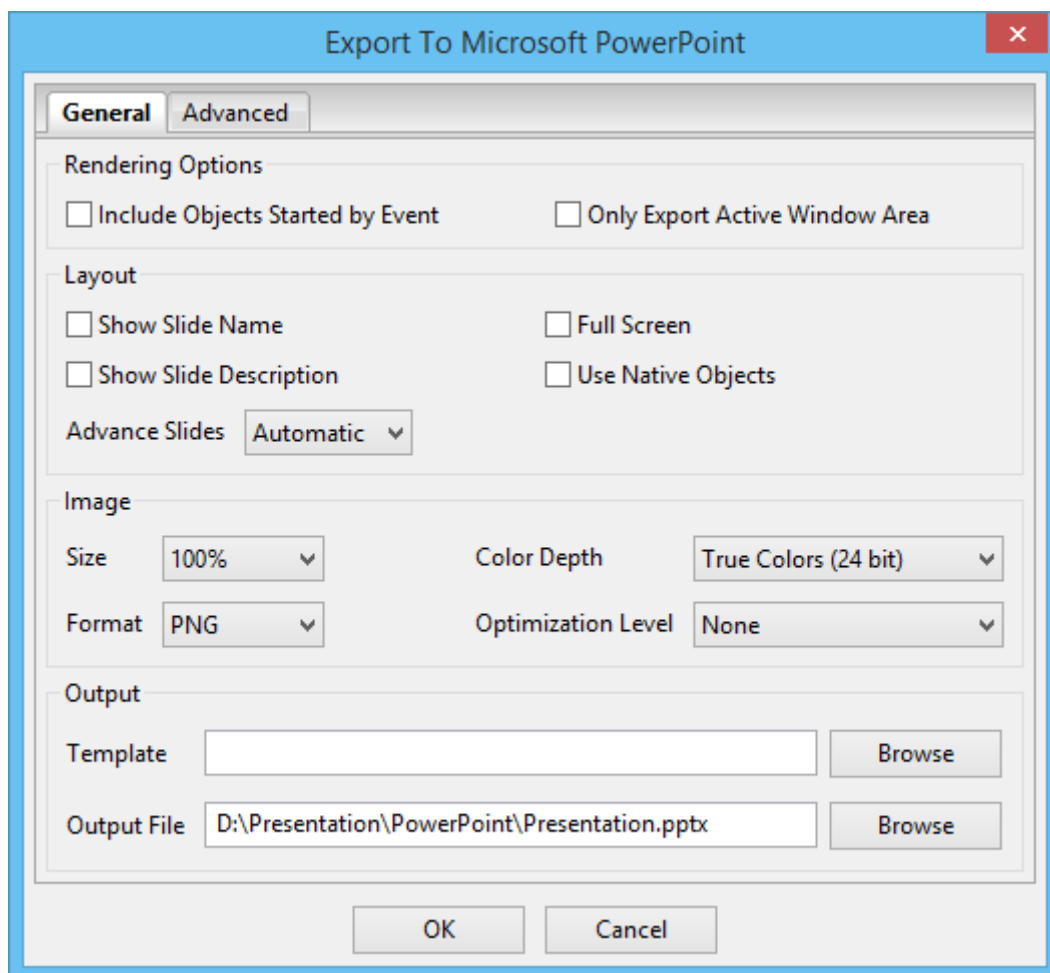
Rendering options

Option	Remarks
Include Objects Started by Event	Include Objects Started by Event
Only Export Active Window Area	The exported area only includes the **Active Window** area and slide objects which are selected to export.

Layout options

Option	Remarks
Show slide name	Whether to display the slide names.
Full Screen	Open the presentation in full screen initially.
Show slide description	Whether to render the slide description.
Use Native Objects	Use Microsoft PowerPoint auto-shapes, images, text boxes, and text for representing slide objects. Otherwise, each object is exported as an image. Using native objects will allow editing the shapes directly within MS PowerPoint later once exported. Otherwise, slide objects are exported as images so it is almost impossible to edit exported document later.
Advance slides	Select between *automatic* and *manual*

Image options

Parameter	Options	Remarks
Size	Range: 10% to 150% (in steps of 10%)	The size is relative to canvas size selected at the beginning of the project (you can check this out at any time by using the **Project>Project Information** menu option) Note that ActivePresenter only works with logical size (i.e. pixels). However, when displayed/printed, the physical size depends on pixels and the dpi (dots-per-inch) setting of the displaying printing device.
Color Depth	True Colors (24 bit) 256 Colors (8 bit) Grayscale (8 bit)	Higher color depth makes the presentation look stunning. But it also increases the file size. When the images are inserted in other files, that file also will become large.
Format	JPEG PNG	Due to their specs and compression algorithms, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings...). Note that JPEG compression is lossy while PNG is lossless, so PNG retains crystal clear quality, but the downside of PNG is that it does not compress well with pictures (very big file size) and the decoding (when viewing) is slower than JPEG. However, screenshots are compressed better with PNG, the file has small size

		and there is no loss of quality.
Optimization Level	None Low Normal High Ultra	These are relative compression levels. Note that the higher the compression level, the longer it takes to export. • Select *None* when testing the output. • Select *Ultra* or *High* when exporting the final result. This option is only available if the PNG image format is selected.
Quality	Range: 1% to 100%	The higher the quality, the larger the output file size. This option is only available if the JPEG image format is selected.

Output location

Template	Location of the template file, which the file has to use
Output File	Specify the file path and name of exported presentation.

Advanced Options

These are SCORM-related options.

Parameter	Options	Remarks
Generate SCORM Package	No SCORM1.2 SCORM 2004	If your LMS supports both 1.2 and 2004 versions of **SCORM**, please choose 2004 version (the latest version).
Package Version		Specify a version that can be used to differentiate manifests with the same identifier. For example, if you are uploading the same project after modifying it, provide a different version number.
Identifier		Specify a name used by the LMS to identify different manifests. (This value is generated automatically by ActivePresenter but you can change it if needed.)
Organization		Specify a title for the organization which this item belongs to. (ActivePresenter automatically generates this value from

Title		project name. However, you can enter a difference text.)
Item Title		Specify a title for the item. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)

Exporting To HTML5 Simulation

HTML5 Simulation is introduced in ActivePresenter 4.0. Below are its main advantages:

1. Learner/viewer can view the same content on various devices (PC, tablet, mobile…) or platforms (Windows, MacOS, Linux, iOS, Android…).

2. The content can run on any HTML5 supported browsers such as Internet Explorer 9 (or newer), Mozilla Firefox, Google Chrome, Apple Safari… without using plugin (Flash or Silverlight player).

3. It can also run on old browsers (Internet Explorer 7 and 8) if the appropriate plugin (Adobe Flash Player or Microsoft Silverlight) is installed.

Since the HTML5 Simulation encloses all capabilities of AJAX Simulation so that the Export To AJAX Simulation is now obsoleted.

The Export To HTML5 Simulation dialog has three groups of options: *General*, *Advanced* and *Misc* (Miscellaneous).

General Options
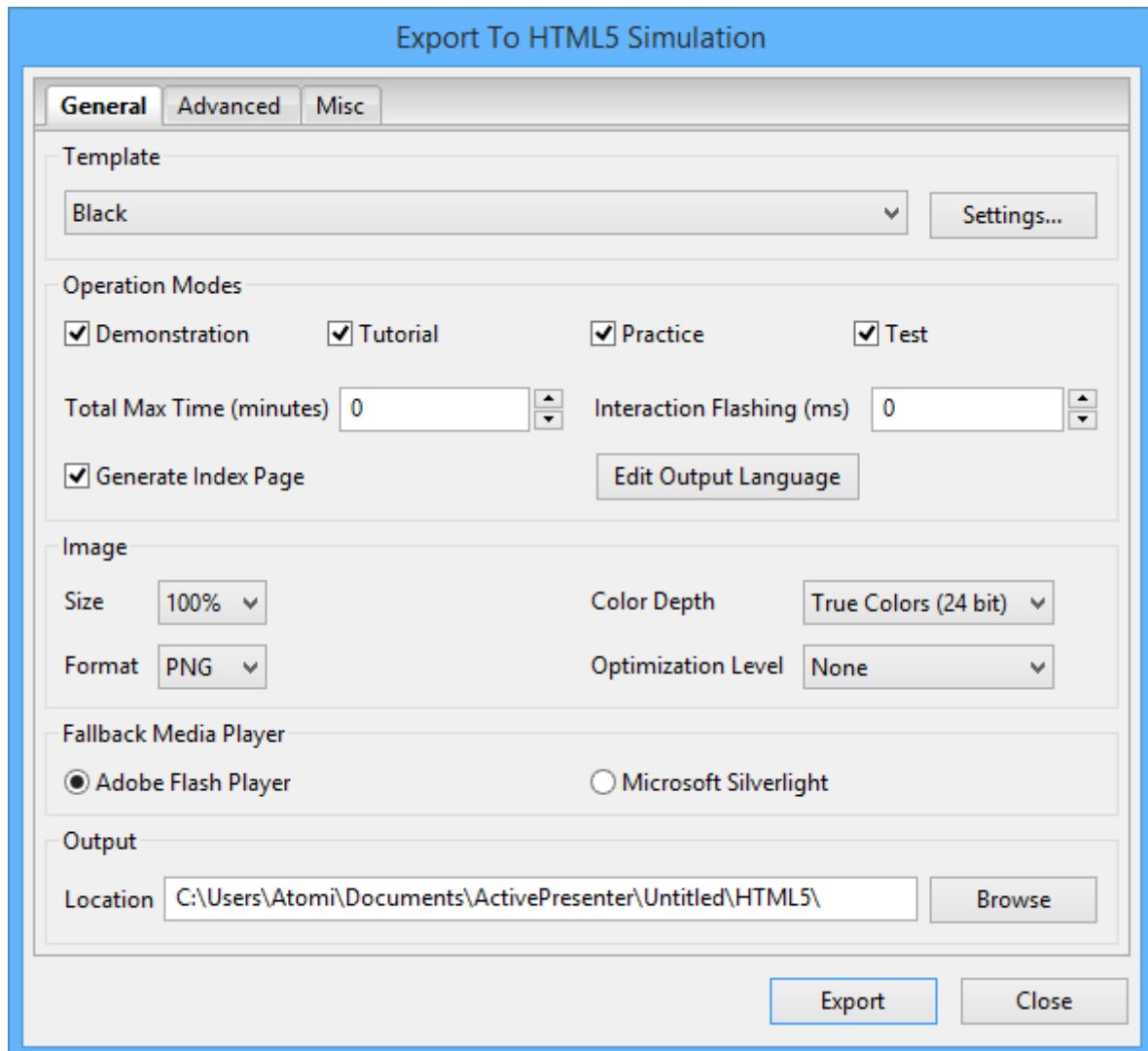
Template Options

HTML5 Simulation is an interactive presentation, which is delivered through a browser. A control toolbar is provided at the bottom the screen, which allows the user to play/pause/stop the presentation, hide closed captions, change volume, or jump to a particular slide.

In this context, a *template* is a design pattern that is applied to this toolbar to change its appearance.

If you do not want to provide any control to the user, you can opt for **No_Toolbar** option.

ActivePresenter offers four default options, which can be customized further:

Black

Ocean

Silver

Standard

First, select any one of the main options and then click on the **Settings...** button. The **Template parameters** window opens:

The window shows a preview of the layout of exported project.

This window works as follows:

1. This drop-down list offers further presets within the selected template type. The *Custom* option allows you to customize all settings and save it as a preset. From now on, the newly defined preset will be available to you from the **Preset** drop-down list.

2. A preview window shows the effect of your customization on the toolbar.

3. To customize the toolbar, click on any parameters listed here, and adjust its value. The changes are reflected in the toolbar sample (2).

4. This area shows the explanation of the parameter selected above.

Operation Modes

In this section, there are four controls:

Modes	You can select what modes would be available to the users: *Demonstration*, *Tutorial*, *Practice* and *Test*. Recall that you can customize *each* object whether it can appear in each of these modes. Thus the same presentation can behave in totally different manner in different modes.
Total max time (in minutes)	This is the total time: The time taken by all objects to complete their lifecycle, *plus* the time allowed for the student to answer while the presentation pauses and waits for the answer.
Interaction flashing	This is the speed (milliseconds) for flashing/blinking the interaction object (for attracting viewer attention).
Generate Index Page	Select this option to generate the HTML index page which contains the entries to open all selected modes.
Edit Output Language	ActivePresenter provides ready translated texts for output (name of elements of toolbar and messages) for all supported languages. If you want to modify the translation or add the support for your language, click **Edit Output Language** button to open **Output Language Editor**. The Output Language option in ActivePresenter 3.x or older is now obsoleted. That means you can not specify the language for the output but the **Project Language** will be used for output.

Image Options

Parameter	Options	Remarks
Size	Range: 10% to 150% (in steps of 10%)	The size is relative to canvas size selected at the beginning of the project (you can check this out at any time by using the **Project>Project Information** menu option) Note that ActivePresenter only works with logical size (i.e. pixels). However, when displayed/printed, the physical size depends on pixels and the dpi (dots-per-inch) setting of the displaying printing device.
Color Depth	True Colors (24 bit) 256 Colors (8 bit) Grayscale (8 bit)	Higher color depth makes the presentation look stunning. But it also increases the file size. When the images are inserted in other files, that file also will become large.
Format	JPEG	Due to their specs and compression algorithms, JPEG is best suited for pictures while PNG is best suited for

	PNG	computer-generated images (screenshots, drawings...). Note that JPEG compression is lossy while PNG is lossless, so PNG retains crystal clear quality, but the downside of PNG is that it does not compress well with pictures (very big file size) and the decoding (when viewing) is slower than JPEG. However, screenshots are compressed better with PNG, the file has small size and there is no loss of quality.
Optimization Level	None Low Normal High Ultra	These are relative compression levels. Note that the higher the compression level, the longer it takes to export. • Select *None* when testing the output. • Select *Ultra* or *High* when exporting the final result. This option is only available if the PNG image format is selected.
Quality	Range: 1% to 100%	The higher the quality, the larger the output file size. This option is only available if the JPEG image format is selected.

Fallback Media Player

The audio/video in the HTML5 Simulation output still can be viewed normally on older browsers (such as Internet Explorer 7 and 8) if the required plugin is installed. This section allows you to choose either *Adobe Flash Player* or *Microsoft Silverlight* plugin for audio/video playback on older browsers which do not support HTML5.

Output Location

Location	Location where the exported files will be placed.

Advanced Options

Annotation Contents

Choose between the following options:

Convert to image	ActivePresenter will convert the annotations to images so it will be displayed just as you see it in the ActivePresenter's Editor window. The converted output is browser-independent.
	However, its downside is the output size will be a little bigger and the annotations lose some of HTML features like clickable hyperlinks. So we recommend that you should not choose this feature if you have hyperlinks in your annotation contents.
As HTML	ActivePresenter will preserve the annotation contents as HTML so some of HTML features like clickable hyperlinks are preserved.
	But please note that different web browsers may render the HTML content a little differently.

SCORM Options

Parameter	Options	Remarks
Generate SCORM Package	No SCORM1.2 SCORM 2004	If your LMS supports both 1.2 and 2004 versions of **SCORM**, please choose 2004 version (the latest version).
Package Version		Specify a version that can be used to differentiate manifests with the same identifier. For example, if you are uploading the same project after modifying it, provide a different version number.
Identifier		Specify a name used by the LMS to identify different manifests. (This value is generated automatically by ActivePresenter but you can change it if needed.)
Organization Title		Specify a title for the organization which this item belongs to. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)
Item Title		Specify a title for the item. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)

Report Options

These options let you decide how to report the results of test taken by the student.

Method	Choose between- • No Report: Do not send report • Email: Send report through email • HTTP: Send report through HTTP request
Format	Choose between the reporting formats- • XML Document • JSON (JavaScript Object Notation)
Email/HTTP address to receive	This is the HTTP URL or email address that receives the report. If the method is HTTP, this is the address of a server side script that will process the report data (the data is either in XML or JSON format).

For more details, see Appendix **Reporting Options**.

Pass Condition

This condition is used to determine the overall *pass/fail* result of the student when he takes a test.

Condition	Choose between-
	• Percents of correct answers
	• Points gained
	• Number of correct answers
	Due to SCORM specifications, please take following note when a SCORM option is selected:
	• In SCORM 1.2, the raw score submitted to LMS is a normalized value in range 0-100.
	• In SCORM 2004, the raw score submitted to LMS is a normalized value in range 0-100 if the first condition (Percents of correct answers) is chosen. Otherwise, it is an absolute value.
Minimum value	Set a numerical value (no range- Free setting)
	• Note that if you select percentage, then this value *cannot* exceed 100.

Misc Options

In this tab, define how the presentation would end, and whether accessibility features are enabled.

Presentation End Behavior

The following options are offered:

Ask to restart or close presentation in Demonstration and Tutorial mode	Whether asking viewers to restart or close at the end of presentation or not. When unselected, the exported presentation will stop silently at the last slide and the window is left open. This behavior is applicable only in *Demonstration* and *Tutorial* modes.
Show report in Practice and Test mode	If this option is unselected, then the presentation will end without presenting you with test result (applicable only for *Practice* and *Test* modes).

Accessibility

These options allow you to enable or disable accessibility features:

Enable accessibility text	If this option is selected, slide and object **accessibility text** is exported. When a slide or an object is displayed, its accessibility text will be read out by the screen reader.
Enable keyboard navigation	If this option is selected, viewer can navigate between **focusable objects** using the Tab key. Please note that any **Key Stroke** object that handles the Tab key will not work anymore if this option is selected.
Enable visual focus indicator	If this option is selected, an outline is displayed for the object having focus.

Exporting To Flash Simulation

The options here are very similar to those of HTML5 simulation.

This has three options: *General*, *Advanced* and *Misc* (miscellaneous).

The options are explained below:

General Options
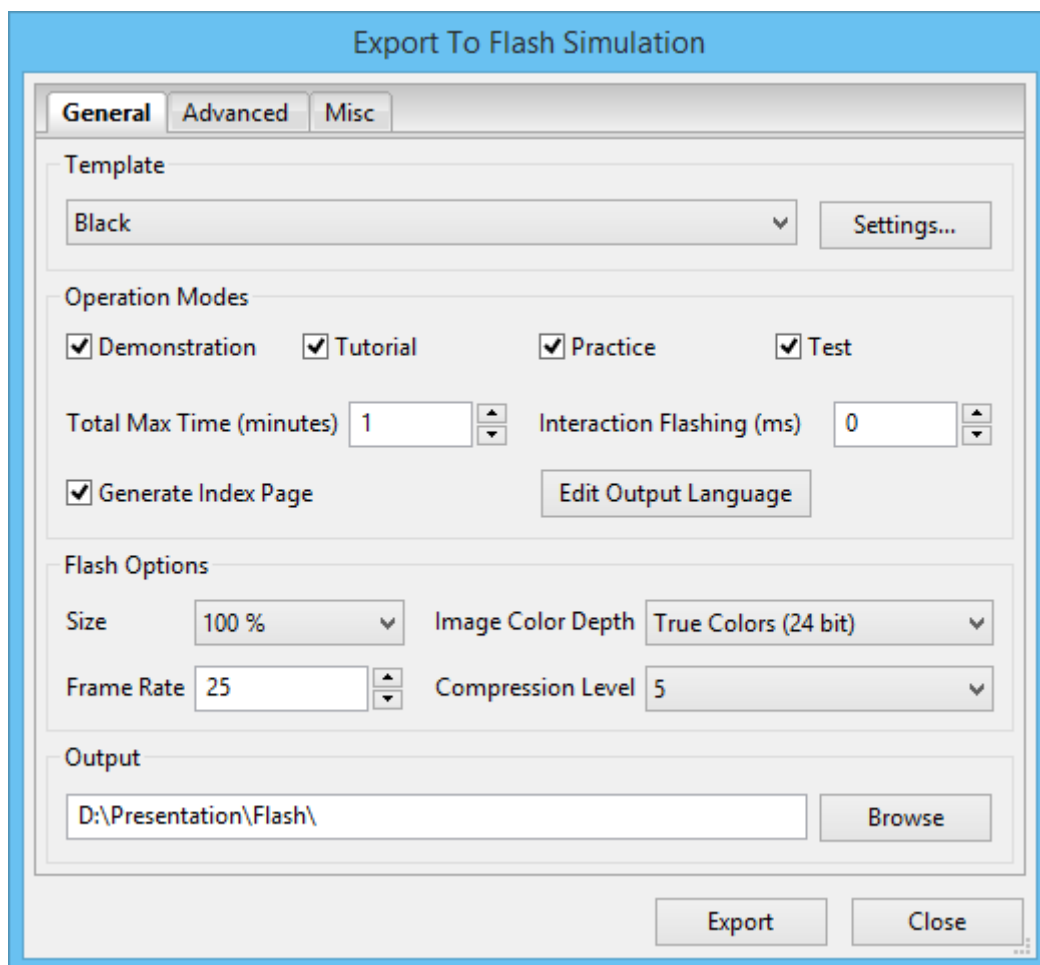
Template Options

Flash simulation is interactive presentation, which is delivered through a browser. A control toolbar is provided at the bottom the screen, which allows the user to play/pause/stop the presentation, hide closed captions, change volume, or jump to a particular slide.

In this context, a *template* is a design pattern that is applied to this toolbar to change its appearance.

If you do not want to provide any control to the user, you can opt for **No_Toolbar** option.

ActivePresenter offers four default options, which can be customized further:

Black

Ocean

Silver

Standard

First, select any one of the main options and then click on the **Settings...** button. The **Template Parameters** window opens:

The window does not show a preview of the project itself.

This window works as follows:

1. This drop-down list offers further presets within the selected template type. The *Custom* option allows you to customize all settings and save it as a preset. From now on, the newly defined preset will be available to you from the **Preset** drop-down list.

2. A preview window shows the effect of your customization on the toolbar.

3. To customize the toolbar, click on any parameters listed here, and adjust its value. The changes are reflected in the toolbar sample (2).

4. This area shows the explanation of the parameter selected above.

Operation Modes

In this section, there are four controls:

Modes	You can select what modes would be available to the users: *Demonstration*, *Tutorial*, *Practice* and *Test*. Recall that you can customize *each* object whether it can appear in each of these modes. Thus the same presentation can behave in totally different manner in different modes.
Total max time (in minutes)	This is the total time: The time taken by all objects to complete their lifecycle, *plus* the time allowed for the student to answer while the presentation pauses and waits for the answer.
Interaction flashing	This is the speed (milliseconds) for flashing/blinking the interaction object (for attracting viewer attention).
Generate Index Page	Select this option to generate the HTML index page which contains the entries to open all selected modes.
Edit Output Language	ActivePresenter provides ready translated texts for output (name of elements of toolbar and messages) for all supported languages. If you want to modify the translation or add the support for your language, click **Edit Output Language** button to open **Output Language Editor**. The Output Language option in ActivePresenter 3.x or older is now obsoleted. That means you can not specify the language for the output but the **Project Language** will be used for output.

Flash Options

Parameter	Options	Remarks
Size	Range: 10% to 150% (in steps of 10%)	The size is relative to canvas size selected at the beginning of the project (you can check this out at any time by using the **Project>Project Information** menu option) Note that ActivePresenter only works with logical size (i.e. pixels). However, when displayed/printed, the physical size depends on pixels and the dpi (dots-per-inch) setting of the displaying printing

		device.
Image Color Depth	True Colors (24 bit) 256 Colors (8 bit) Grayscale (8 bit)	Higher color depth makes the presentation look stunning. But it also increases the file size. When the images are inserted in other files, that file also will become large.
Frame rate		Set between 1 and 30 fps (frames per second).
Compression level	Choose from- None 1-8 (select a number) Maximum	Select the compression level you want.

Output Location

Location	Location where the exported files will be placed.

Advanced Options

These are SCORM-related options.

SCORM Options

Parameter	Options	Remarks
Generate SCORM Package	No SCORM1.2 SCORM 2004	If your LMS supports both 1.2 and 2004 versions of **SCORM**, please choose 2004 version (the latest version).
Package Version		Specify a version that can be used to differentiate manifests with the same identifier. For example, if you are uploading the same project after modifying it, provide a different version number.
Identifier		Specify a name used by the LMS to identify different manifests. (This value is generated automatically by ActivePresenter but you can change it if needed.)

Organization Title		Specify a title for the organization which this item belongs to. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)
Item Title		Specify a title for the item. (ActivePresenter automatically generates this value from project name. However, you can enter a difference text.)

Report Options

These options let you decide how to report the results of test taken by the student.

Method	Choose between- • No Report: Do not send report • Email: Send report through email • HTTP: Send report through HTTP request
Format	Choose between the reporting formats- • XML Document • JSON (JavaScript Object Notation)
Email/HTTP address to receive	This is the HTTP URL or email address that receives the report. If the method is HTTP, this is the address of a server side script that will process the report data (the data is either in XML or JSON format).

For more details, see Appendix **Reporting Options**.

Pass Condition

This condition is used to determine the overall *pass/fail* result of the student when he takes a test.

Condition	Choose between- • Percents of correct answers • Points gained • Number of correct answers Due to SCORM specifications, please take following note when a SCORM option is selected: • In SCORM 1.2, the raw score submitted to LMS is a normalized value in range 0-100. • In SCORM 2004, the raw score submitted to LMS is a normalized value in range 0-100 if the first condition (Percents of correct answers) is chosen. Otherwise, it is an absolute value.
Minimum value	Set a numerical value (no range- Free setting) • Note that if you select percentage, then this value *cannot* exceed

	100.

Misc Options

In this tab, define how the presentation would end.

The following options are offered:

Ask to restart or close presentation in Demonstration and Tutorial mode	Whether asking viewers to restart or close at the end of presentation or not. When unselected, the exported presentation will stop silently at the last slide and the window is left open. This behavior is applicable only in *Demonstration* and *Tutorial* modes.
Show report in Practice and Test mode	If this option is unselected, then the presentation will end without presenting you with test result (applicable only for *Practice* and *Test* modes).

Reporting Options

The reporting option is designed for publisher who does not have a SCORM-compliant LMS. It provides an alternative way for publisher to collect test results from learners via HTTP or Email protocol.

Content Of The Report

The report can be formatted in various ways but the content generally consists of the following:

Name	Presentation name (also project name).
Description	Presentation description (also project description).
Date	The local time (based on user computer date time setting) when the report is created.
UserID	Identity of the user who takes the practice or test. When user logged in to take practice or test, server side script should store a cookie which its name is "userid" and value is the id of the user to the client computer. If no "userid" named cookie is found, the user will be prompt to input his/her identity before sending report.
TotalTime	The duration in seconds which user used to take the practice or test.
SlideCount	Number of slides in the presentation.
Taken	Number of slides which user has taken.
Correct	Number of slides which user has performed action correctly without any help.
Wrong	Number of slides which user has performed action incorrectly or using help.
Points	Points (mark) user has gained through the practice or test, only correct action gains points.
MaxPoints	Maximum points which user can gain in the practice or test (by taking correctly all slides).
Percent	Points over MaxPoints in percentage (Points/MaxPoints*100).
Result	The practice or test assessment based on pass condition.

	• For human readable: passed or failed • For computer: true or false User passes the practice or test if his/her result greater than or equal the minimum required result. The result can be points which user gained, points gained over maximum points in percentage, or number of correct answer.
Details	Detail result for each slide, consists of slide index, number of user attempts for the slide, and slide result.

Report Formats

Report formats are chosen based on how they are transmitted:

- Plain text or CSV for email sending
- XML or JSON for HTTP sending.

Report In Plain Text

Report data is formatted in plain text for human reading.

The language can be selected when exporting. Below is an example of plain text report in English:

Here is a sample:

> Presentation: Demo
> Description: Project for Demonstration
> Date: Fri May 25 11:28:31 GMT+0700 2012
> UserID: test
> Total Time: 0 h : 0 m : 30 s
> Total Slides: 2
> Taken Slides: 2
> Total Interactions: 2
> Taken Interactions: 2
> Correct: 2
> Points: 2 / 2
> Percentage: 100%
> Result: Passed - At least 80 % required
>
>
> 1. Slide: 1, ID: 1_4, Attempts: 1, Points: 1, Max Points: 1, Result: Correct, Interaction Type: Text Box, Answer: demo
> 2. Slide: 2, ID: 2_1, Attempts: 1, Points: 1, Max Points: 1, Result: Correct, Interaction Type: Multiple Choice, Answer: 1

Report In CSV Format

The report is formatted as CSV (Comma-Separated Values). This format is suitable for importing into MS Excel.

Here is a sample:

```
"Presentation","Description","Date","UserID","Total Time","Total Slides","Taken Slides","Total
Interactions","Taken Interactions","Correct","Points","Max Points","Percentage","Result"
"Demo","Project for Demonstration","Fri May 25 11:46:11 GMT+0700
2012","test","30","2","2","2","2","2","2","2","100","Passed"


"#","Slide","ID","Attempts","Points","Max Points","Result","Interaction Type","Answer"
"1","1","1_4","1","1","1","Correct","Text Box","demo"
"2","2","2_1","1","1","1","Correct","Multiple Choice","1"
```

Report In XML Format

The report is formatted as XML (eXtensible Markup Language).

Here is a sample:

```
<?xml version="1.0" encoding="UTF-8"?>
<Content>
        <Report>
        <Name>Demo</Name>
        <Description>Project for demonstration</Description>
        <Date> Fri May 25 11:28:31 GMT+0700 2012</Date>
        <UserID>test</UserID>
        <TotalTime>30</TotalTime>
        <SlideCount>2</SlideCount>
        < TakenSlide>2</ TakenSlide>
        < InteractionCount>2</ InteractionCount>
        <TakenInteraction>2</TakenInteraction>
        <Correct>2</Correct>
        <Points>2</Points>
        <MaxPoints>2</MaxPoints>
        <Percent>100</Percent>
        <Result>true</Result>
        <Details>
        <Interaction>
                <SlideIndex>1</SlideIndex>
                <ReportID>1_4</ReportID>
                <Attempts>1</Attempts>
```

```
                    <Points>1</Points>
                    <MaxPoints>1</MaxPoints>
                    <Result>Correct</Result>
                    <Type>Text Box</Type>
                    <Answers>demo</Answers>
            </Interaction>
            <Interaction>
                    <SlideIndex>2</SlideIndex>
                    <ReportID>2_1</ReportID>
                    <Attempts>1</Attempts>
                    <Points>1</Points>
                    <MaxPoints>1</MaxPoints>
                    <Result>Correct</Result>
                    <Type>Multiple Choice</Type>
                    <Answers>1</Answers>
            </Interaction>
            </Details>
            </Report>
</Content>
```

Report In JSON Format

The report is formatted in JSON (JavaScript Object Notation) format.

Here is a sample:

```
{
        "Name":"Demo",
        "Description":"Project for demonstration",
        "Date":" Fri May 25 11:46:11 GMT+0700 2012",
        "UserID":"test",
        "TotalTime":"30",
        "SlideCount":2,
        "TakenSlide":2,
        "InteractionCount":2,
        "TakeInteraction":2,
        "Correct":2,
        "Points":4,
        "MaxPoints":4,
        "Percent":"100",
        "Result":true,
        "Details": [
                {
                        "SlideIndex":1,
                        "ReportID":"1_4",
                        "Attempts":1,
                        "Points":1,
```

```
                                "MaxPoints":1,
                                "Result":"Correct",
                                "Type":"Text Box",
                                "Answers":"demo"
                    },
                    {

                                "SlideIndex":2,
                                "ReportID":"2_1",
                                "Attempts":1,
                                "Points":1,
                                "MaxPoints":1,
                                "Result":"Correct",
                                "Type":"Multiple Choice",
                                "Answers":1
                    }
          ]
}
```

Transmission Of Report

The report can be sent to a valid email or HTTP address.

In case of sending via HTTP protocol, POST method is used, where the key is "report" and the value is the report content with format specified when exporting to HTML5 presentation.

The server-side script at the HTTP address must handle and process the report.

For example, suppose that the HTTP address is "*http://atomisystems.com/reportreceiver.php*". The following is a trivial sample code in *reportreceiver.php* file to receive and process report:

```php
<?php
if (isset($_POST["report"]))
{
        //read report data
        $report = $_POST["report"];
        //process report, e.g. append to a text file here
        $report_file = fopen("report.txt", "a");
        if($report_file)
        {
                fwrite($report_file, $report);
                //separate this report from others
                fwrite($report_file,"\n\n---------\n\n");
                fclose($report_file);
        }
}
?>
```

Other Uses Of ActivePresenter

So far we have seen how to use ActivePresenter for presentations of various types (images, documents, videos and interactive learning courses with scoring facility).

But ActivePresenter can also be used for many other purposes:

1. Image editor

2. Image format converter

3. Screenshot software

4. Audio/video editor (trimming, cutting, splicing/joining, adding titles)

5. Text to speech (TTS) generator

6. Image/Audio/video format converter

ActivePresenter cannot edit the object directly like a dedicated software: You have to first insert the object in a new/existing project, and then edit it. This main editing process is very similar to the process flow in a dedicated software. Once you have finished editing the object, you can close the host project without saving it.

Let us see each function in more detail:

ActivePresenter As Image Editor

You can edit and/or annotate an image with ActivePresenter.

While ActivePresenter is not as powerful as GIMP or InkScape, you can do a lot with it.

Actually ActivePresenter has a built-in **Image Editor** but it is not accessible directly. So you have insert the image in a new project (or existing project) in order to access it. Once you have finished editing the image, you can close the host project without saving.

This is a three-step process:

1. Open a project of any type, or open an existing project.
    Don't worry about its parameters, because the project will not be changed in any way.

2. **Insert** the image in any slide. Again, don't worry about how this affects the slide: We are not going to save the project.

3. Right-click on the image in the Canvas pane (or its **time bar** in the **Timeline** pane). From the context menu that appears, select the **Edit image...** option. The **Image Editor** pops up and lets you edit the image.

After editing, you can directly save the image as a file using the **File > Save as...** menu.

4.   **Close the project without saving**.

ActivePresenter As Image Format Converter

This is a four-step process:

1.   Open a project of any type, or open an existing project.
     Don't worry about its parameters, because the project will not be changed in any way.

2.   **Insert** the image in any slide. Again, don't worry about how this affects the slide: We are not going to save the project.

3.   Right-click on the image in the Canvas pane (or its **time bar** in the **Timeline** pane). From the context menu that appears, select the **Export To File...** option. A dialog pops up. In its "Save as type" drop-down list, select your desired format (png / jpeg / bmp).

4.   **Close the project without saving**.

ActivePresenter As Screenshot Software

This is a four-step process (ActivePresenter cannot snap and save a screenshot image directly):

1.   Open a project of any type, or open an existing project.
     Don't worry about its parameters, because the project will not be changed in any way.

2.   Take a **screenshot** (any window, object, whole screen or a rectangular area on screen).

     - When taking a screenshot in **Application or region** mode, be sure to select the **Insert as image to current slide** check box.

ActivePresenter inserts it as an image in the current slide.

3.   Right-click on the image in the Canvas pane (or its **time bar** in the **Timeline** pane). From the context menu that appears, select the **Edit image...** option. The **Image Editor** pops up and lets you edit the image.

After editing, you can directly save the image as a file using the **File > Save as...** menu.

4.   **Close the project without saving**.

ActivePresenter As Audio Editor

This is a five-step process:

1.   Open a project of any type, or open an existing project.
     Don't worry about its parameters, because the project will not be changed in any way.

2.   **Insert the audio** that is to be edited.

3.   Now you can edit this track in one or more of the following:

     1.   Edit the track **using the Range-Edit commands**

     2.   **Insert silence** of any duration you want.

3. **Adjust the volume** of the track between any selected moments

4. **Join the track** with other audio tracks

4. Right-click on the 🔊 icon in the Canvas pane (or its **time bar** in the **Timeline** pane). From the context menu that appears, select the **Export To File...** option.

   ◦ If you had split the audio track in Step-3, you can save any (or all-) of those parts individually.

5. **Close the project without saving**.

ActivePresenter As TTS Generator

This is a five-step process:

1. Open a project of any type, or open an existing project.
   Don't worry about its parameters, because the project will not be changed in any way.

2. Select the **Annotation > Audio > Create New...** menu option.

   (Or click on the arrow of the 🔊 ▾ toolbar button and select **Create New...** option.)

3. In the **Audio** window that pops up, type some text (or copy from another document) in its Text To Speech section (at bottom), and press the **Generate** button. This converts the text to speech and inserts a new audio track in the slide.

4. Right-click on the 🔊 icon in the Canvas pane (or its **time bar** in the **Timeline** pane). From the context menu that appears, select the **Export To File...** option.

5. **Close the project without saving**.

ActivePresenter As Video Editor

This is a five-step process:

1. Open a project of any type, or open an existing project.
   Don't worry about its parameters, because the project will not be changed in any way.

2. Click on the 🎞 toolbar button or use the **Annotation > Video** menu. Select the video that is to be edited.

3. Now you can edit this track in one or more of the following:

   1. Edit the track **using the Range-Edit commands**

   2. **Freeze the frame (insert a pause)** for any duration you want.

   3. **Adjust the volume** of the track between any selected moments

   4. **Join the track** with other video tracks

4. Right-click on the video frame in the Canvas pane (or its **time bar** in the **Timeline** pane). From the context menu that appears, select the **Export To File...** option.

   ◦ If you had split the video track in Step-3, you can save any (or all-) of those parts

individually.

5. **Close the project without saving**.

ActivePresenter As Format Converter

ActivePresenter can convert the formats of an image, audio or video.

In fact, whenever you edit image, audio or video (as explained above), you have the choice to save the resultant object in a different format.

All you have to do is in the **Export To File...** dialog, click on the **Save as type** drop-down list, and select the desired format. Then press **OK.**

ActivePresenter saves the file in the new format.
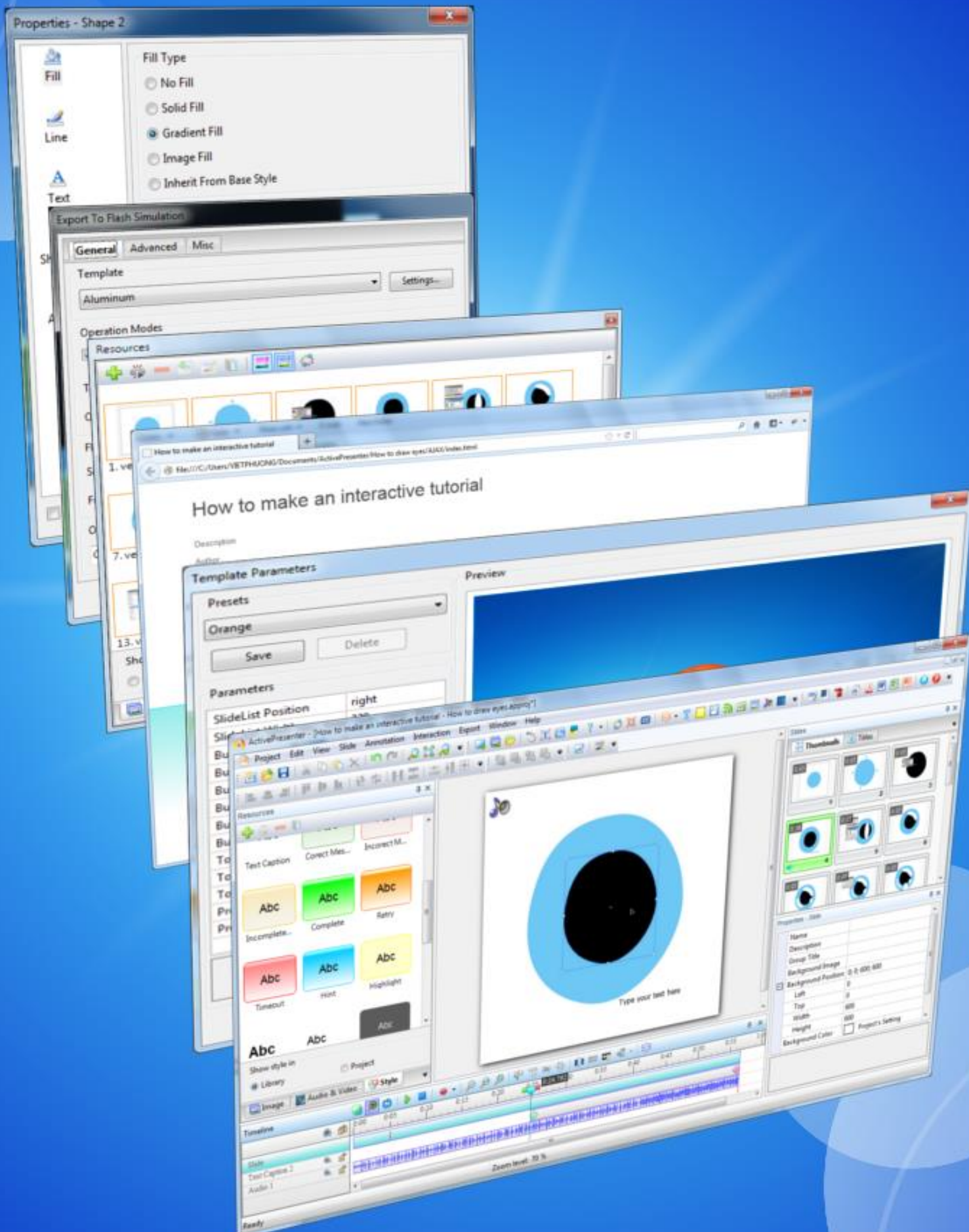
Using ActivePresenter Windows

In this Appendix, we will see how to use the various windows in ActivePresenter.

Using The Capture Profile Editor

The **Capture Profile Editor** window is launched when you launch a new profile or edit an existing profile from the **New Project** window.

- If you have launched a new profile, ActivePresenter allows you to copy settings from an existing capture profile, by launching the following window.
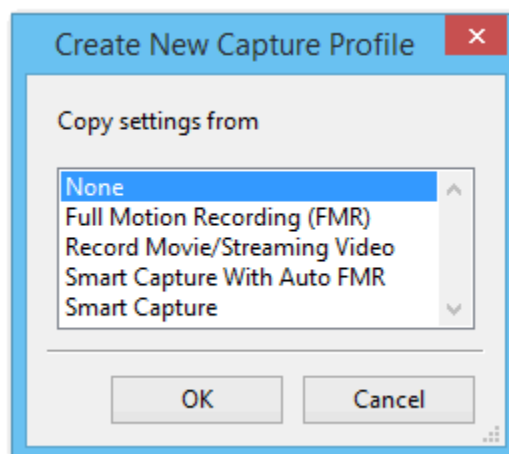
Select "*None*" if you want to build a new profile from scratch.

The Capture Profile editor has five different tabs, each dealing with a specific area. The values set in all these tabs are saved in the current profile.

The **Save** and **Cancel** buttons at the bottom are common between the five tabs. The new settings do not take effect till you have saved the profile.

Once you create a new profile, it will be available in the **Capture New project** window.

The tabs are described below:

The General Tab

This tab allows you to make generic choices for the capture settings.
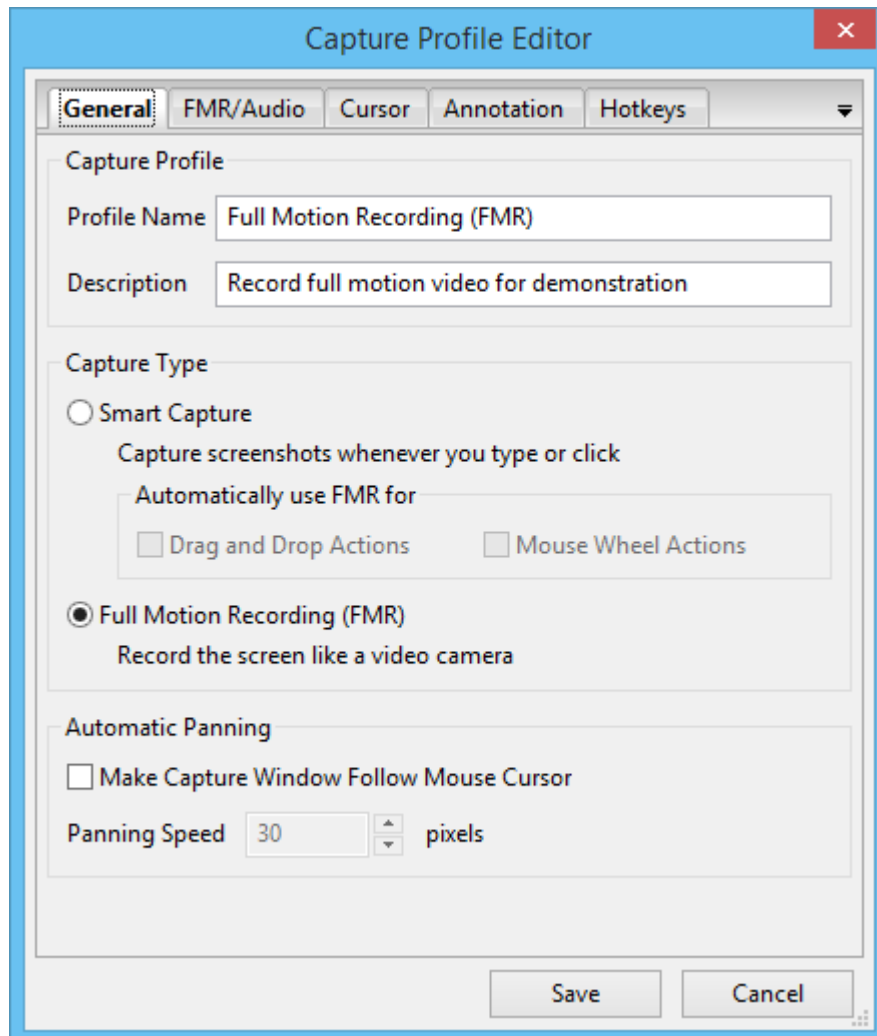
It has three sections: *Capture profile*, *Capture type* and *Automatic panning*. These are explained below:

Capture Profile

This section records the name and description for the profile.

Parameter	Remarks
Profile Name	The name must be indicative of the *end-purpose* of the project.
Description	Describe the end-purpose and your *strategy* for the project. (Note that each different end-purpose calls for a different project-settings, and also different approaches for capturing, annotation and interaction. The end-purpose will also affect the format of the video and/or documentation.)

Capture Type

Here, choose between two main capture modes: *Smart capture* and *FMR*.

- The FMR mode is like recording a movie with a fixed rate of frames per second. It does not respond to any mouse/keyboard inputs. Therefore there are no further choices in this mode.

- If you choose the *Smart capture* mode, ActivePresenter offers further choices:

Option	Remarks
Automatically use FMR for Drag and Drop Actions	Captures the target screen when you drag any item with LMB or RMB. The entire dragging action will be captured in FMR mode (with a fixed frame rate). When the drag action is over, ActivePresenter will switch back to the *Smart Capture* mode.
Automatically use FMR for Mouse Wheel Actions	Captures the target screen in FMR mode (with a fixed frame rate) when you scroll the mouse-wheel up or down. The FMR mode will last as long as you scroll the wheel. After that, ActivePresenter will switch back to the *Smart Capture* mode.

Automatic Panning

This facility is useful only when your capture frame is smaller than the target application's screen, and if you want to freely move ("*pan*") that frame to any part of the screen.

But if you are anyway capturing the entire screen of the target application (or the whole desktop screen), then this technique is not applicable.
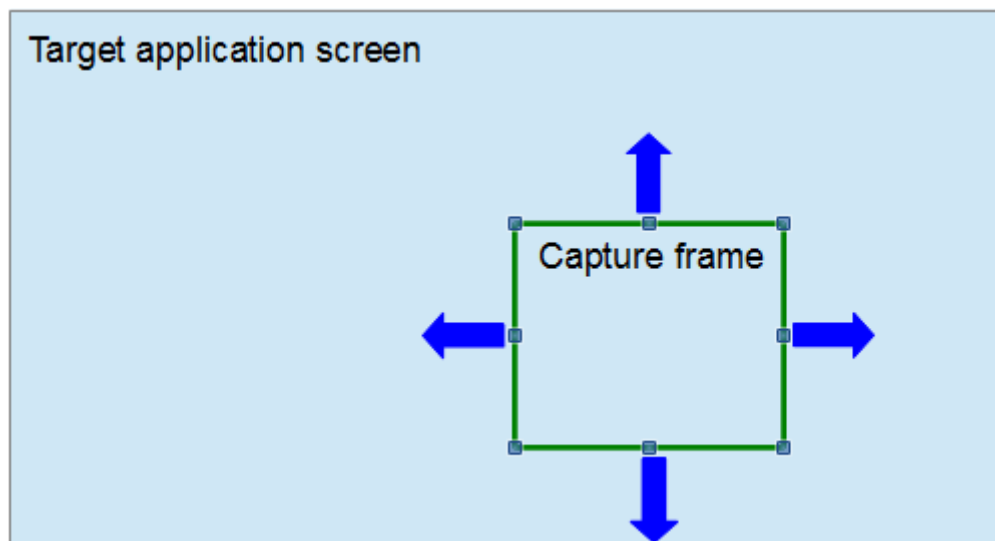
Usually you use this feature when the target application has many controls, and you want to zoom in to a certain part of the screen at a time, but keep your option open to move to any other part of the screen, as required.

Option	Remarks

Make Capture Window Follow Mouse Cursor	When this option is selected, the capture frame follows the mouse pointer around the screen.
	As long as the pointer is within the capture frame, the frame does not move. But when the mouse pointer crosses any side of the frame, the frame starts following it.
Panning Speed	Set the speed (in pixel/s) at which the frame will start following your mouse pointer.
	Note that very high speeds are unsettling for the viewers, because the small capture frame presents a blinkered view to begin with, and at high pan speeds, the user won't realize which area of the screen you are at!

Use this facility sparingly, because the viewer will get a blinkered view of the target application, which is often irritating. Instead of this feature, consider using the pan-n-zoom feature, which zooms in from full-screen view to a small area, and zooms back as soon as the detail is shown.

The FMR/Audio Tab

This tab provides more choices for the Full Motion Recording (FMR) mode and audio.
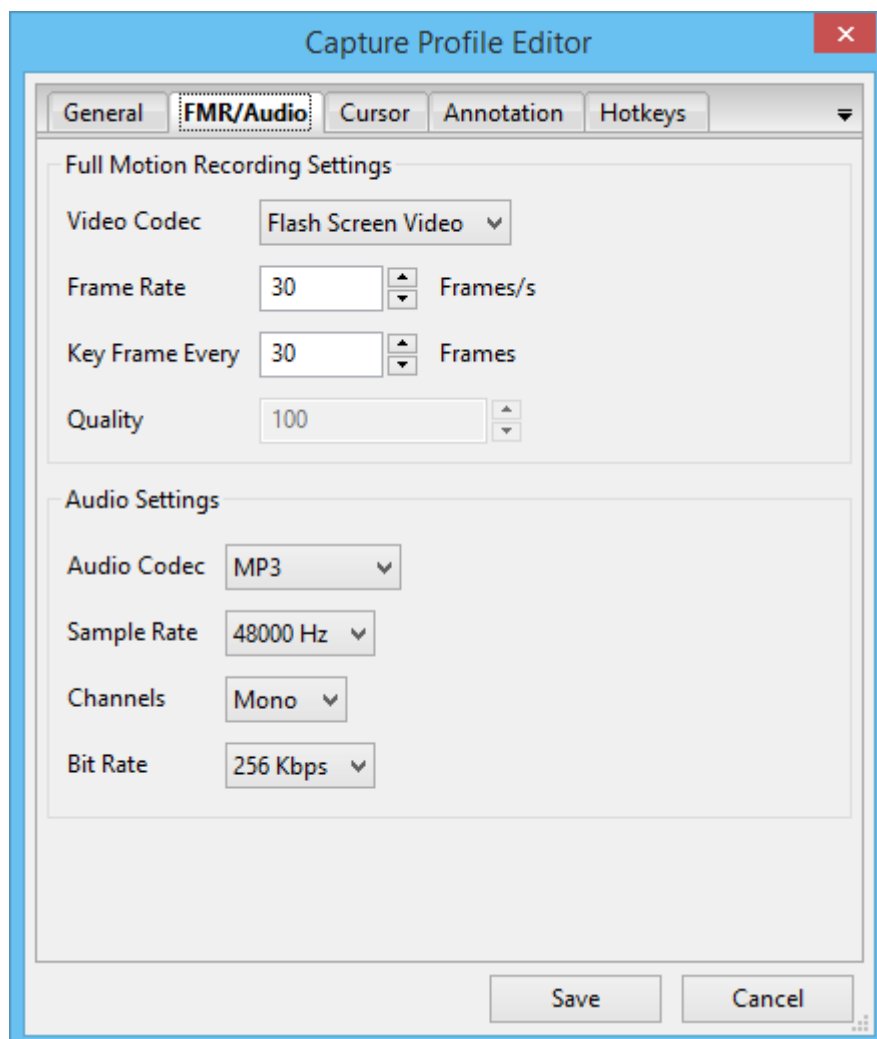
It contains two sections:

1. FMR basic settings
2. Audio settings

Both sections are unrelated, but placed on the same tab for convenience.

These sections are explained below:

FMR Settings

Since FMR is like videotaping the screen, it has three parameters:

Option	Remarks
Video codec	ActivePresenter offers a choice of three video codecs: 1. Flash Screen Video (lossless) 2. MPEG1 (lossy) 3. MPEG2 (lossy) When the flash codec is selected, ActivePresenter uses the lossless algorithm in encoding to preserve the quality. But when you select the MPEG1 or MPEG2 codec, ActivePresenter down-samples the video data, resulting in reduced file size but at the cost of *irreversible* loss of video detail.
Frame rate	A higher frame rate would increase the size of the recorded video. It may also overload simpler computers, because the computer not only has to run all the applications, but capture those screens in real time. In the worst case, you will see dropped frames in the captured video. On the other hand, a lower frame record will appear jerky. This especially happens with rates lower than 15 frames/s. Besides, you may miss capturing some low-duration events (something that just flashes on the screen and vanishes). The most commonly used range is 20-30 frames/s.
Key frames every x frames	This is the number of continuous non-key frames between key frames. When recording video, ActivePresenter will automatically place a key frame every X frames. When you change the frame rate, ActivePresenter automatically adjusts this setting so that the video will have exactly one key frame every four seconds. But you can manually change this rate. Key frames are full frames that video player can jump directly to, a higher value results in a (little bit) smaller video size, but will make seeking less accurate. Also, in case of corruption, lesser number of frames are lost because the key frames are spaced closer. As a compromise, the [4 - 400] range is used.
Quality	When you select one of the lossy codecs, ActivePresenter allows you to select a quality level between 1 (min) and 100 (max). The higher the number you

select, the better is the video quality and the larger is the file size.

Audio Settings

This setting contains three parameters to balance between the audio quality or storage size:

Option	Remarks
Audio Codec	ActivePresenter offers a choice of three audio codecs: 1. 16-bit PCM (lossless) 2. Vorbis (lossy) 3. MP3 (lossy) When the 16-bit PCM is selected, ActivePresenter uses the lossless algorithm in encoding to preserve the quality. But when you select the Vorbis or MP3 codec, ActivePresenter use the lossy algorithm in encoding, resulting in reduced file size but at the cost of *irreversible* loss of audio quality.
Sample Rate	The incoming analog sound is first converted into digital form and then stored on the disk. This digital sound is not the exact replica of the original: Some fidelity is always lost. The fidelity of the digital sound depends on the sample rate and bit rate: Higher the sampling and bit rate, better the fidelity. However, higher fidelity also increases the file size, as more data needs to be stored. The most popular sampling rates are listed **here**.
Channels	Choose from Mono and Stereo. Unless you are opting for a studio-recorded sound track, Mono is sufficient. (During playback, the sound card feeds the same sound in left and right channels). Stereo recording needs double the storage size as compared to Mono.
Bit Rate	This is the amount of compressed data needed to store one second of sound. Higher the bit rate, better the audio quality and larger the file size. This option is only available if the MP3 audio codec is selected because ActivePresenter encodes the MP3 audio in **constant bit rate mode**.
Quality	ActivePresenter allows you to select a quality level between 1 (min) and 100 (max). The higher the number you select, the better is the audio quality and the larger is the file size. This option is only available if the Vorbis audio codec is selected because ActivePresenter encodes the Vorbis audio in **constant quality mode**.

The Cursor Tab
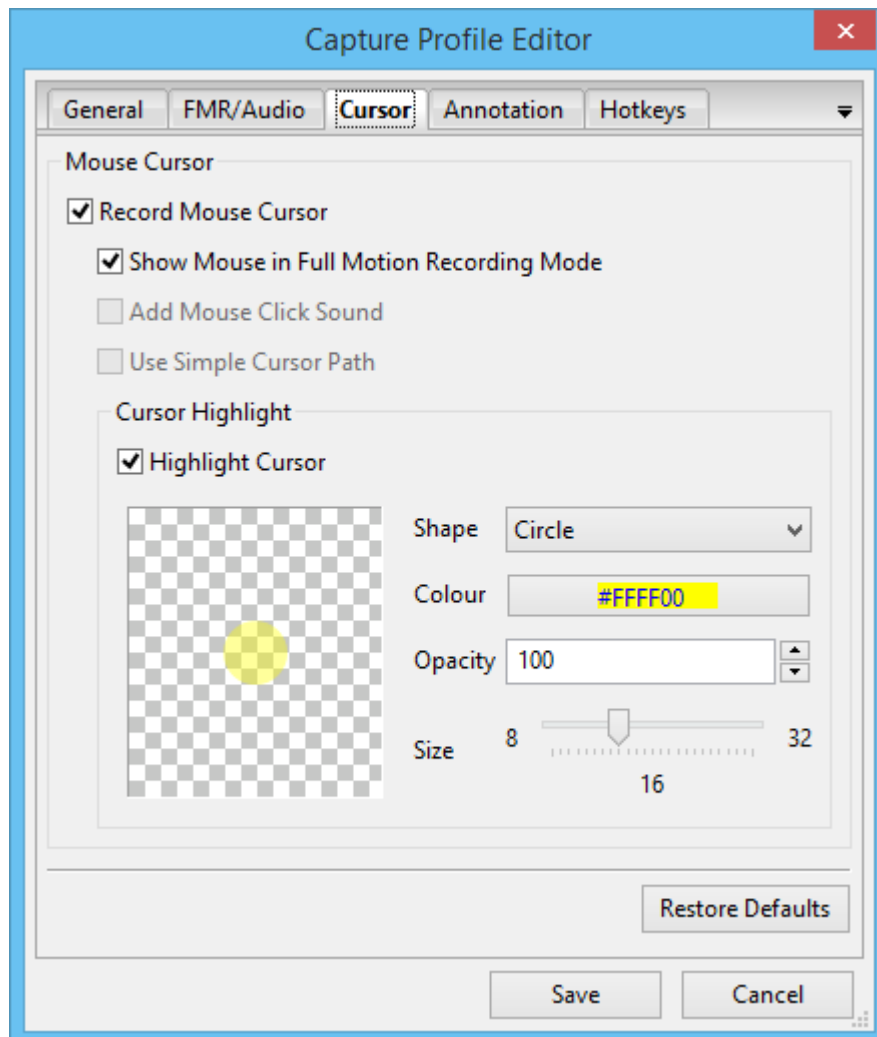
The Cursor tab controls the appearance of the captured image of the mouse pointer in the rendered output. The main choice is whether to capture the mouse pointer at all. Indeed, if your application is not interactive, there is no point in capturing the mouse action (it will be only distracting the viewer), and so it is best to deselect this option.

The **Restore defaults** button at the bottom restores the values to their default values. This is useful if you have experimented with the controls far too much and want to start over.

If you *do* select the **Record Mouse Cursor** option, the following sub-options are offered:

Option	Remarks
Show Mouse in Full Motion Recording Mode	If you deselect this option, ActivePresenter will record the mouse cursor only in the *Smart capture* mode, but not in the *FMR* mode.

Add Mouse Click Sound	This option is available only if you have selected the *Smart capture* mode.
	If you select this option, ActivePresenter inserts a simulated sound when you click LMB, RMB or double-click LMB (ActivePresenter doesn't support a MMB click).
Use Simple Cursor Path	This option is available only if you have selected the *Smart capture* mode.
	By default, ActivePresenter records the *actual* real-time movement of the mouse pointer.
	But if you select this option, ActivePresenter will record only the locations of the click-points (not the real-time movement path), and connect those points with a straight line or a curved line.
	Select this option if you have the habit of moving the mouse aimlessly while you record the target application. It will reduce a lot of clutter; and you will not need to clean up a complicated mouse path later.

Cursor Highlight

Often the target application has such a cluttered interface that it becomes very difficult to spot the mouse pointer in it. To help the viewers, ActivePresenter provides a highlight around the mouse pointer so that it stands out against the background.

The rest of the section is applicable only if the **Highlight Cursor** option is selected.

The section contains four options for the shape, size, color and opacity of the highlight. A previewer pane shows the net effect of all these options.

The Annotation Tab

This tab controls the annotations and interactions that are automatically added during the capture mode. (These are distinct from the **annotations and interactions added during the editing** of the captured project.)

The options on this tab get activated only when you select the **Smart Capture** mode (in the **General** tab). If you select the **FMR** mode, none of the options apply.
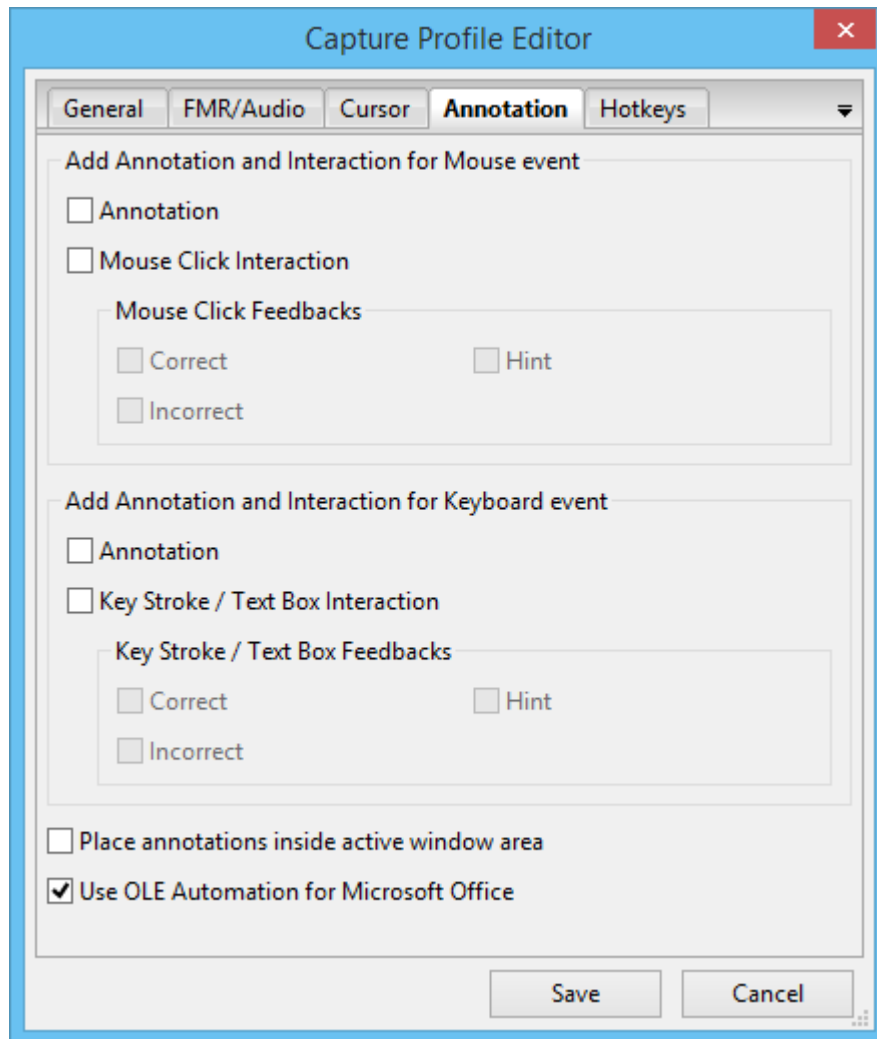
The annotation tab has two main sections, one for the mouse and the other for the keyboard. Both sections have identical options, as follows:

Option	Remarks
Annotation	To introduce an annotation (mouse/key) that is about to occur or to guide the learners how to operate. Annotation is usually used for demonstration and training.
Correct Message Incorrect Message Hint Message	Correct, Incorrect and Hint message are *feedback objects*: ActivePresenter presentations can provide a *feedback* to the viewer's action when he interacts with the HTML5/Flash simulation (in Tutorial, Practice or Test mode; but not in Demo). The *Correct Message* is displayed if user action is correct. Conversely, the *Incorrect Message* is displayed if user action is incorrect. The *Hint Message* is displayed when user hovers the mouse over the interactive object (Mouse Click, Key Stroke). See the **demo** for an example of interactive objects and feedback messages.

When the **Use OLE Automation for Microsoft Office** option is checked, ActivePresenter can get more precise size and location of captured interactions when capturing MS Office. But sometimes it causes MS Office working improperly (e.g. **MS Excel 3D references**). If this happens, just disable this option.

For capturing other applications, ActivePresenter just ignores this option.

The Hotkeys Tab
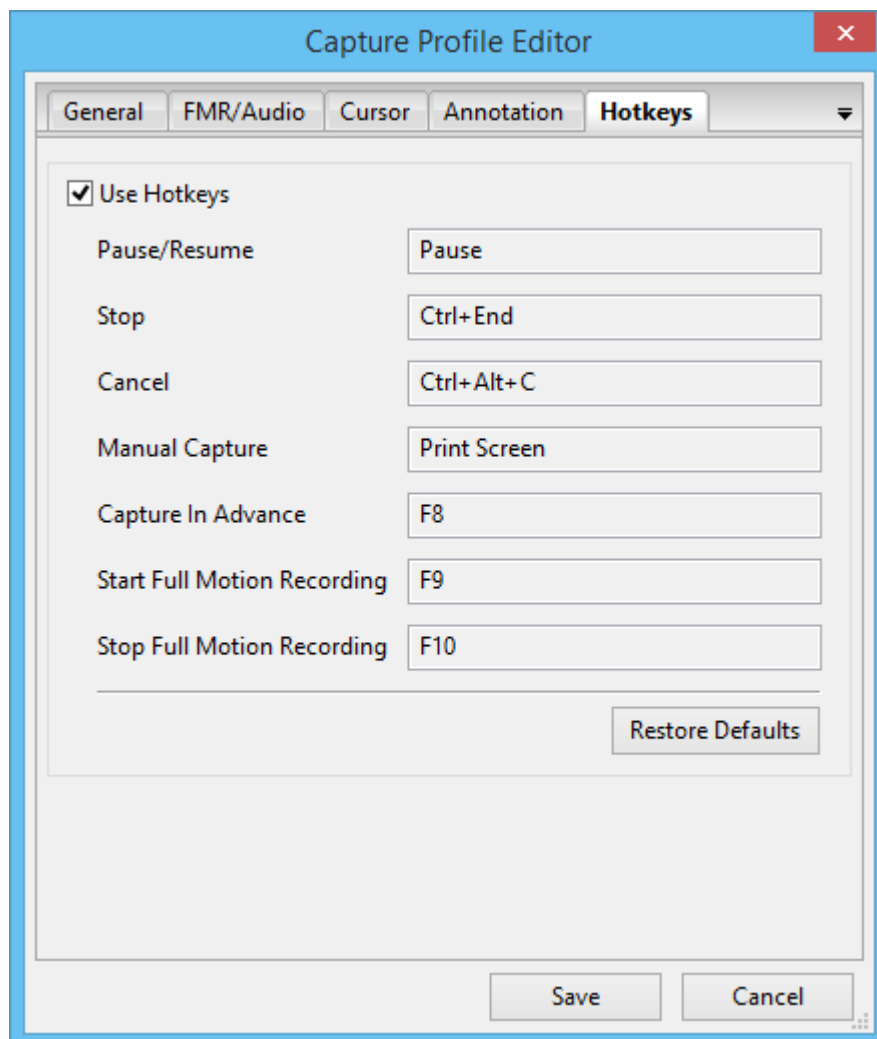
The **Hotkeys** tab lets you set the keyboard shortcuts for various functions.

The **Restore defaults** button at the bottom restores the values to their default values. This is useful if you have experimented with the controls far too much and want to start over.

ActivePresenter allows you to define hot keys for seven functions, as shown above. The *Capture In Advance* function is similar to *Manual Capture* except the captured screenshot will be used as background for next step. This function may be useful in some circumstance, for example when you want to capture a button in normal state, not in hover state.

Sometimes the target application also needs the same hot keys. In such cases, you can disable the **Use hot keys** check box or define different ones for ActivePresenter.

To change any hot key, just click inside the box, and press the new combination of keys on your

keyboard. Immediately that combination appears in the box.
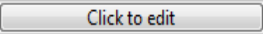
The new combination does not take effect till you click the **Save** button.

Using The Event Editor

The event editor defines the behavior for each interaction.

Each type of interaction can handle certain events (trigger conditions), by taking one or more actions. It is the job of the Event Editor to define the actions to be taken for each event.

To launch the Event Editor window, use any of the following methods:

1. In the context menu of any interactive object, select the **Event Properties** option (at the top).

2. Double-click on the *main* object in the main window.
   (*Careful!* If you double-click on an element of the object, this editor will not pop up!)

3. Select the object in the main window of ActivePresenter, and then scroll down in the **Properties** window. The last option is **Event**. This line appears blank, but when you click on it, a [Click to edit] button appears. Click on this button.

In case of drop targets, you have only one option to launch the Event Editor window: edit the **Accept List** property of the drop target from the **Properties** window.

For each type of interaction, the Event Editor will have to define different behaviors. Each aspect of the behavior is covered by a separate tab. The structure of a given tab does not change from object to object.

Thus the Event Manager employs a different set of tabs for each interaction.

The tabs are described below:

Tab	Defines-
Mouse Click	Defines correct mouse activities (e.g. single left-click, double left-click, right-click, etc.; with or without modifier keys, such as SHIFT, CTRL and ALT), and optionally score, actions to be taken for each specific activity.
Key Stroke	Defines correct hot keys, and optionally score, actions to be taken for each hot key.
Text	Defines the reference text strings against which the user's input is to be compared. And optionally defines score, actions to be taken for each specific text string.
Accepted Drag Sources (for Drop Target)	Defines drag sources that can be dropped onto the drop target, and optionally actions to be taken for each dropped source. Also defines maximum number of accepted drag sources that can be dropped onto the drop target.

Accepted Drag Sources (for Drop Area)	Defines drag sources that can be dropped onto the drop area, and optionally score, actions to be taken for each dropped source.
Choice (for Multiple Choice Question)	The tab checks whether the user has chosen the correct option; and also optionally responds to each option chosen (for example, display a hint message as to why this is not the correct choice, and ask the user to try again.)
Choice (for Multiple Response Question)	The tab allows the user to select multiple responses, and optionally allocate different point for each response.
Answer (for Drag-n-Drop Question)	Defines correct answer for the Drag-n-Drop Question. The answer consists of multiple drag source – drop target pairs. Also defines overall score for the question, or partial score for each drag source – drop target pair.
Settings	Defines the behavior of the interactive presentation when the user is not responding well. It defines the maximum allowable number of attempts, whether to pause the presentation to wait for the user's input, and the maximum allowed time-limit.
On Correct	Defines the action to be taken when the user gives a correct response.
On Incorrect	Defines the action to be taken when the user gives an incorrect response.
On Incomplete	Defines the behavior of the interactive presentation when the user has *not* completed his answer.
On Timeout	Defines the behavior of the interactive presentation when the user fails to respond within the time limit defined in the **Settings** tab.
On Rollover	Defines the behavior of the interactive presentation when the user rolls the mouse over the main area of the interaction.
On Rollout	Defines the behavior of the interactive presentation when the user rolls the mouse *off* the main area of the interaction.
On Accept	Defines actions to be taken when the drop target accepts a drag source.
On Reject	Defines actions to be take when the drop target rejects a drag source.

The Mouse Click Tab

The **Mouse click** tab provides interaction *and* point-allocation for mouse clicks (optionally, with modifier keys, such as SHIFT, CTRL and ALT).
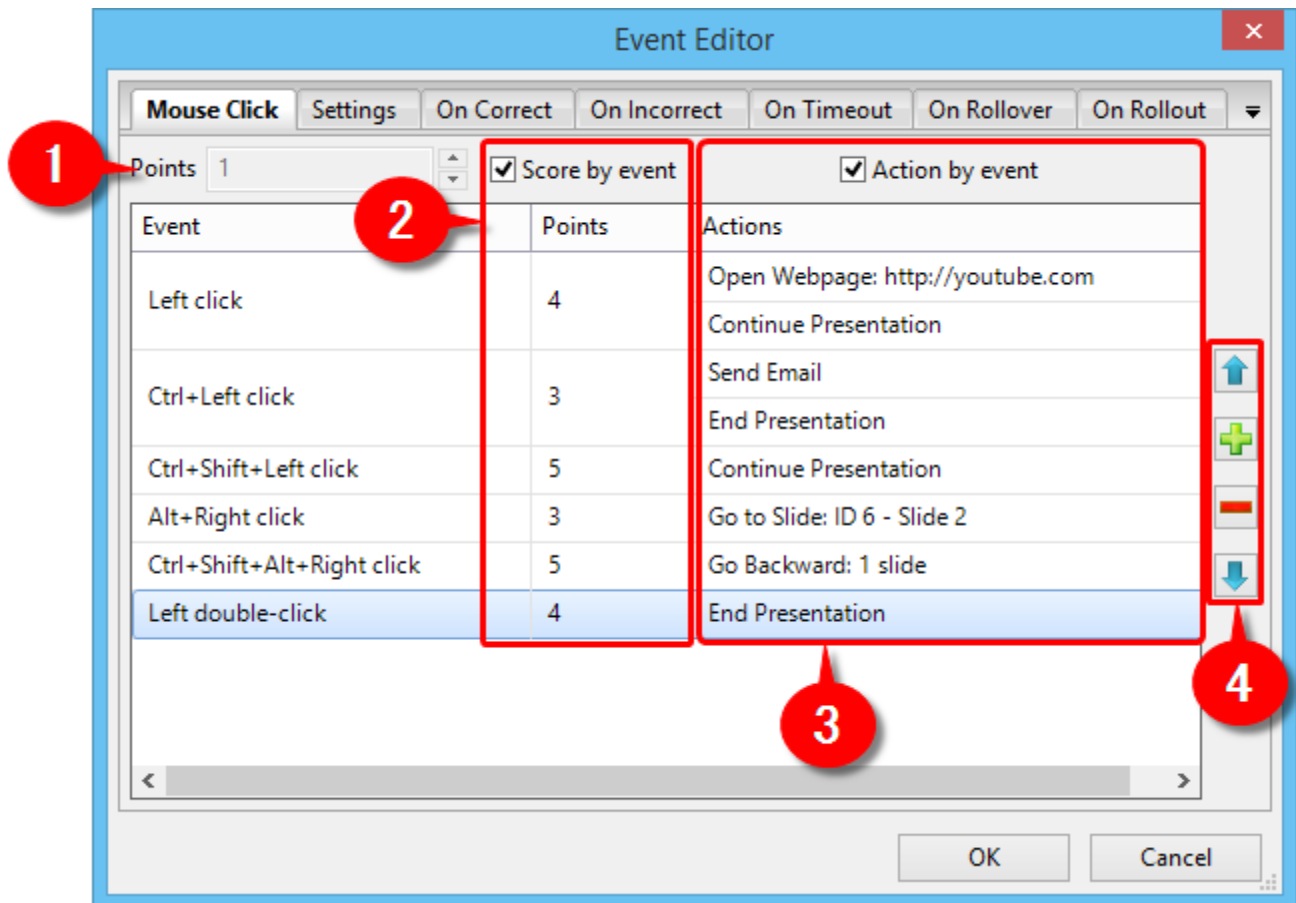
The GUI works as follows:

1. The Points assigned here are common for any of the events listed below. (For this option to work, the **Score by event** check box must be cleared. In that case the **Points** column below is removed.)

In this example, if the user *any* of the combinations listed below, he will earn 5 points.

2. The **Score by event** check box allows you to specify different scores for different events. (When you click in this check box, the **Points** column is activated in the pane below; and at the same time the **Points** control at the top is disabled.)

Now you can double-click in any cell in this column, and enter any number.

In this example, if the user clicks (or double-clicks) the LMB, he will earn 4 points. If he clicks CTRL+Left click or ALT+Right click, he will earn 3 points.

3. The **Action by event** check box allows you to add multiple actions for each event. (When you click in this check box, the **Actions** column is activated in the pane below.)

Now you can double-click in any cell in the **Actions** column, and select an action from the drop-down list.

In our example, the first two events trigger two actions each:

- If the user left-clicks, ActivePresenter will open a website and then continue the presentation.
- If the user CTRL+Left-clicks, ActivePresenter will send an email and the end the presentation.

4. These buttons are used to organize the entries in the bottom pane:

The ✚ button adds a new action to the selected row.

- If you had clicked in the **Event** column, this button adds an event.
- If you had clicked in the **Action** column, this button adds an action within the same event. (In this way you can associate *multiple* actions with a given event.)

The ▬ button removes the selected row.

- If you had clicked in the **Event** row, this button deletes the event and all its actions.
- If you had clicked in the **Action** column, this button removes the action, but does not affect the **Event** row.

The ⬆ and ⬇ buttons move the selected row up and down in the stack.

- If you had clicked in the **Event** row, these buttons move the event and all its actions together (as a set).
- If you had clicked in the **Action** column, these buttons move the **Action** row, but do not affect the **Event** row.

The Key Stroke Tab

The **Key stroke** tab provides interaction *and* point-allocation for keyboard activities.

The tab for keyboard entries is shown below:
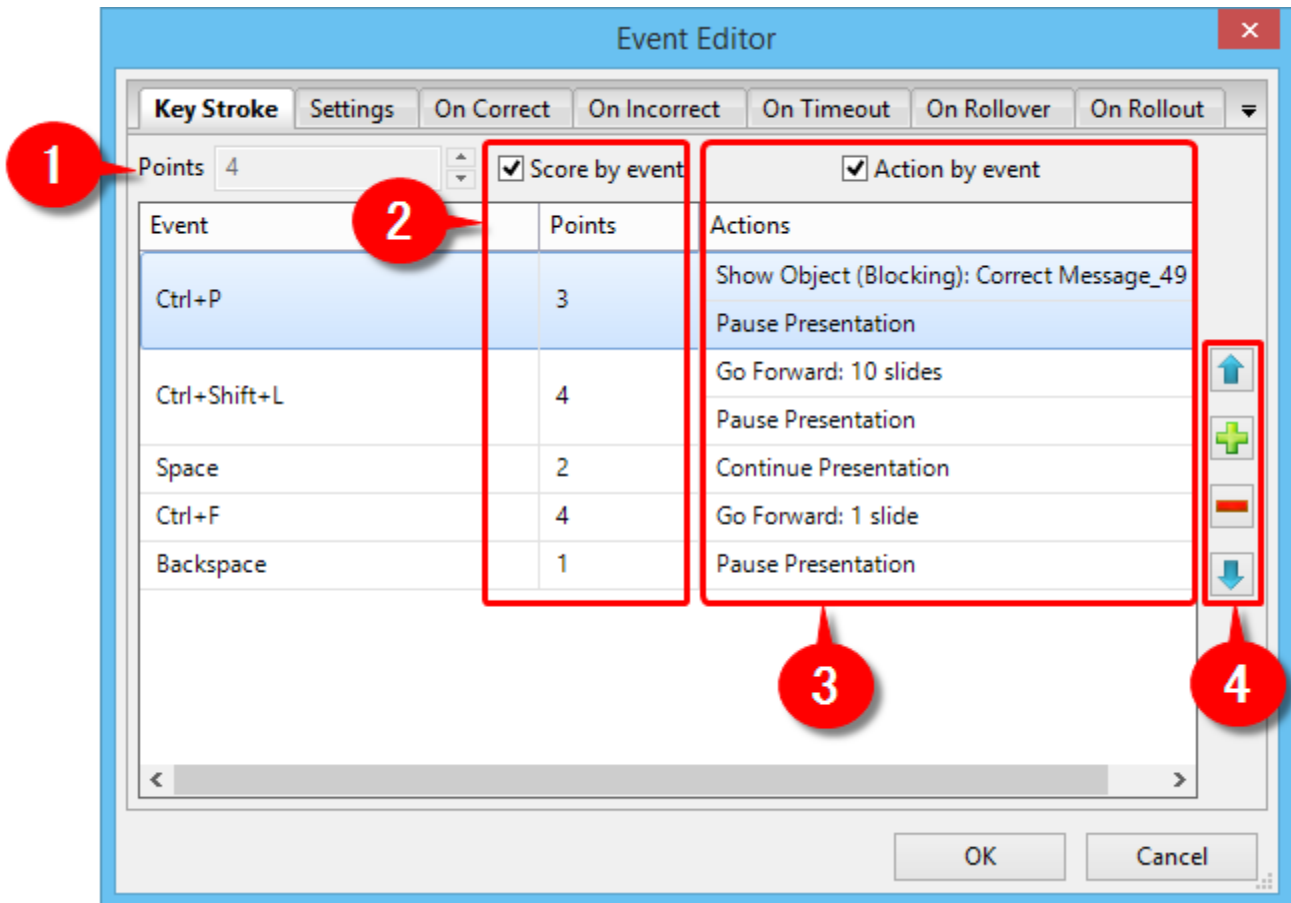
As can be seen above, these events are keyboard-based (either a single key or a combination of any number of keys; but *not* a text string).

The GUI works as follows:

1. The Points assigned here are common for any of the events listed below. (For this option to work, the **Score by event** check box must be cleared. In that case the **Points** column below is removed.)

In this example, if the user presses any of the combinations listed below, he will earn 4 points.

2. The **Score by event** check box allows you to specify different scores for different events. (When you click in this check box, the **Points** column is activated in the pane below; and at the same time the **Points** control at the top is disabled.)

Now you can double-click in any cell in this column, and enter any number.

In this example, if the user presses CTRL+P, he will earn 3 points.
If he presses the Space bar, he will earn 2 points, etc.

3. The **Action by event** check box allows you to define a different action for each event. (When you click in this check box, the **Actions** column is activated in the pane below.)

Now you can double-click in any cell in the **Actions** column, and select an action from the drop-

down list.

In this example, note that the first two events will trigger two actions each:

- If the user presses CTRL+P, ActivePresenter will first display the Correct message object, and then pause the presentation.
- If the user presses CTRL+SHIFT+L, the presentation will jump forward by 10 slides and then pause.

4. These buttons are used to organize the entries in the bottom pane:

The 🛨 button adds a new action to the selected row.

- If you had clicked in the **Event** column, this button adds an event.
- If you had clicked in the **Action** column, this button adds an action within the same event. (In this way you can associate *multiple* actions with a given event.)

The ▬ button removes the selected row.

- If you had clicked in the **Event** row, this button deletes the event and all its actions.
- If you had clicked in the **Action** column, this button removes the action, but does not affect the **Event** row.

The 🡹 and 🡻 buttons move the selected row up and down in the stack.

- If you had clicked in the **Event** row, these buttons move the event and all its actions together (as a set).
- If you had clicked in the **Action** column, these buttons move the **Action** row, but do not affect the **Event** row.

The Text Tab

The **Text** tab checks whether the user has entered the correct text string in response to a *Text Box*, an *essay* question or a *fill in the blank* type question.
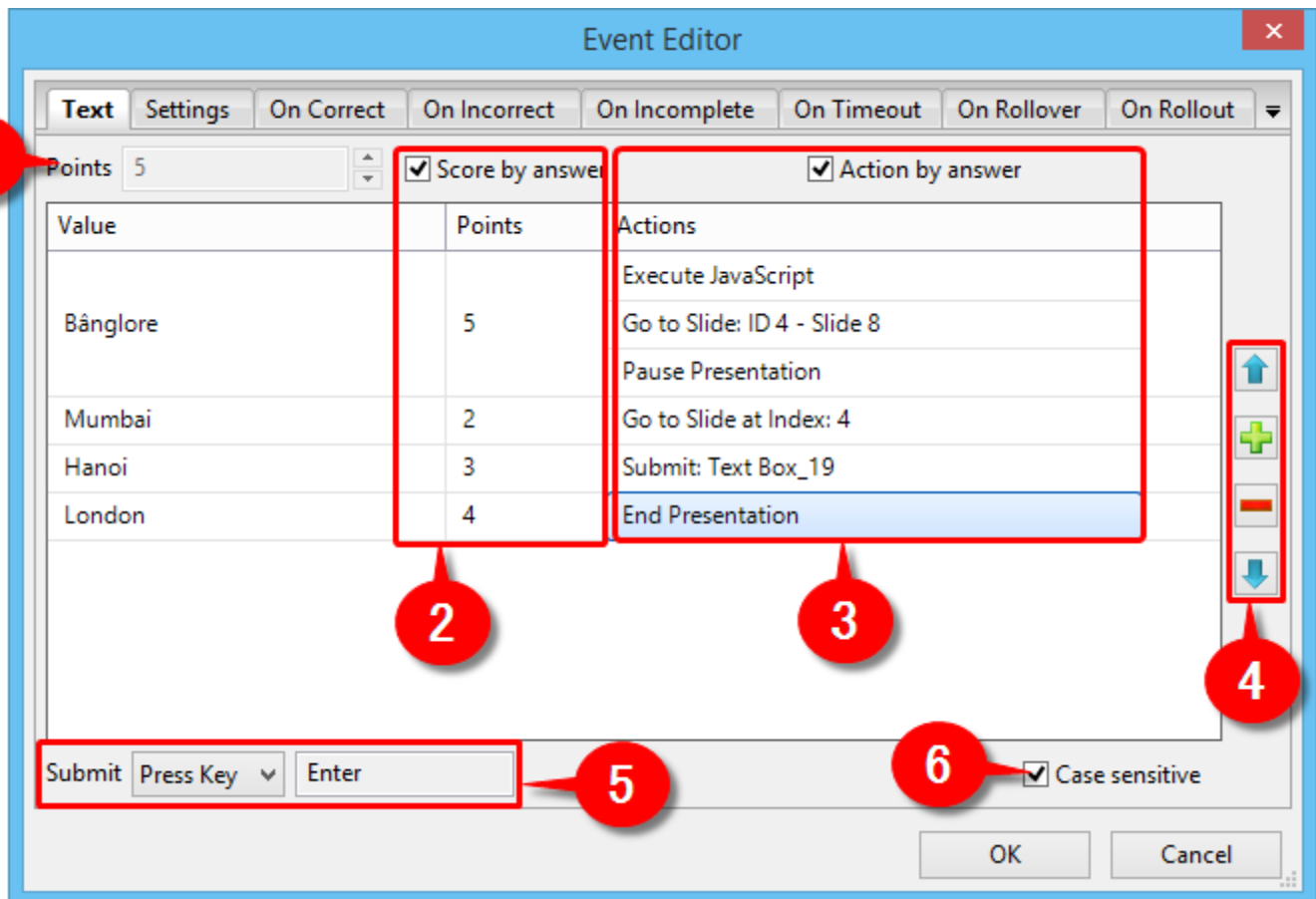
The GUI works as follows:

1. The Points assigned here are common for any of the events listed below. (For this option to work, the **Score by event** check box must be cleared. In that case the **Points** column below is removed.)

In this example, if the user enters Bangalore, Mumbai, Hanoi or London, he will earn 5 points. If he enters anything else, he will not earn any points.

2. The **Score by answer** check box allows you to specify different scores for different answers. (When you click in this check box, the **Points** column is activated in the pane below; and at the same time the **Points** control at the top is disabled.)

Now you can double-click in any cell in the **Value** column, and enter any string. In this example, if the user enters *Bangalore*, he will earn 5 points; and if he enters *London,* he will earn 4 points.

3. The **Action by answer** check box allows you to define a different action for each answer. (When you click in this check box, the **Actions** column is activated in the pane below.)

Now you can double-click in any cell in the **Actions** column, and select an action from the drop-down list.

Notice that our example shows *three* actions if the user enters *Bangalore*:

- First, execute a specified JavaScript
- Jump to slide#3, and then
- Pause the presentation.

4. These buttons are used to organize the entries in the bottom pane:

The ➕ button adds a new action to the selected row.

- If you had clicked in the **Event** column, this button adds an event.
- If you had clicked in the **Action** column, this button adds an action within the same event. (In this way you can associate *multiple* actions with a given event.)

The ➖ button removes the selected row.

- If you had clicked in the **Event** row, this button deletes the event and all its actions.
- If you had clicked in the **Action** column, this button removes the action, but does not affect the **Event** row.

The ⬆ and ⬇ buttons move the selected row up and down in the stack.

- If you had clicked in the **Event** row, these buttons move the event and all its actions together (as a set).
- If you had clicked in the **Action** column, these buttons move the **Action** row, but do not affect the **Event** row.

5. Choose how the user will submit his answer:

If you select the **Auto** option, the answer is checked each time the text in the field is changed (i.e. ActivePresenter checks as you type).

If you select the **Press key** option, you have to click in the input box and press a hot key. The user will have to press the same hot key to submit his answer.

- It is your responsibility to convey to the user which hot key is defined (use a message, for example).

6. If you click in this check box, the answer will be case-sensitive. So if the user enters *london* (instead of *London*), he will not earn any points.

The Choice Tab

There are two different tabs named *"Choice":* One is used in the *Multiple Choice* interaction, and the other is used in the *Multiple Options* interaction.

This section describes them both.

For Multiple Choice Question

The **Choice** tab checks whether the user has chosen the correct option; and also optionally responds to each option chosen (for example, display a hint message as to why this is not the correct choice, and ask the user to try again.)

Note that before coming to the **Event Editor**, you must enter the text for all options. The **Choice**

column reflects this text. (You cannot edit this column in the Event Manager).
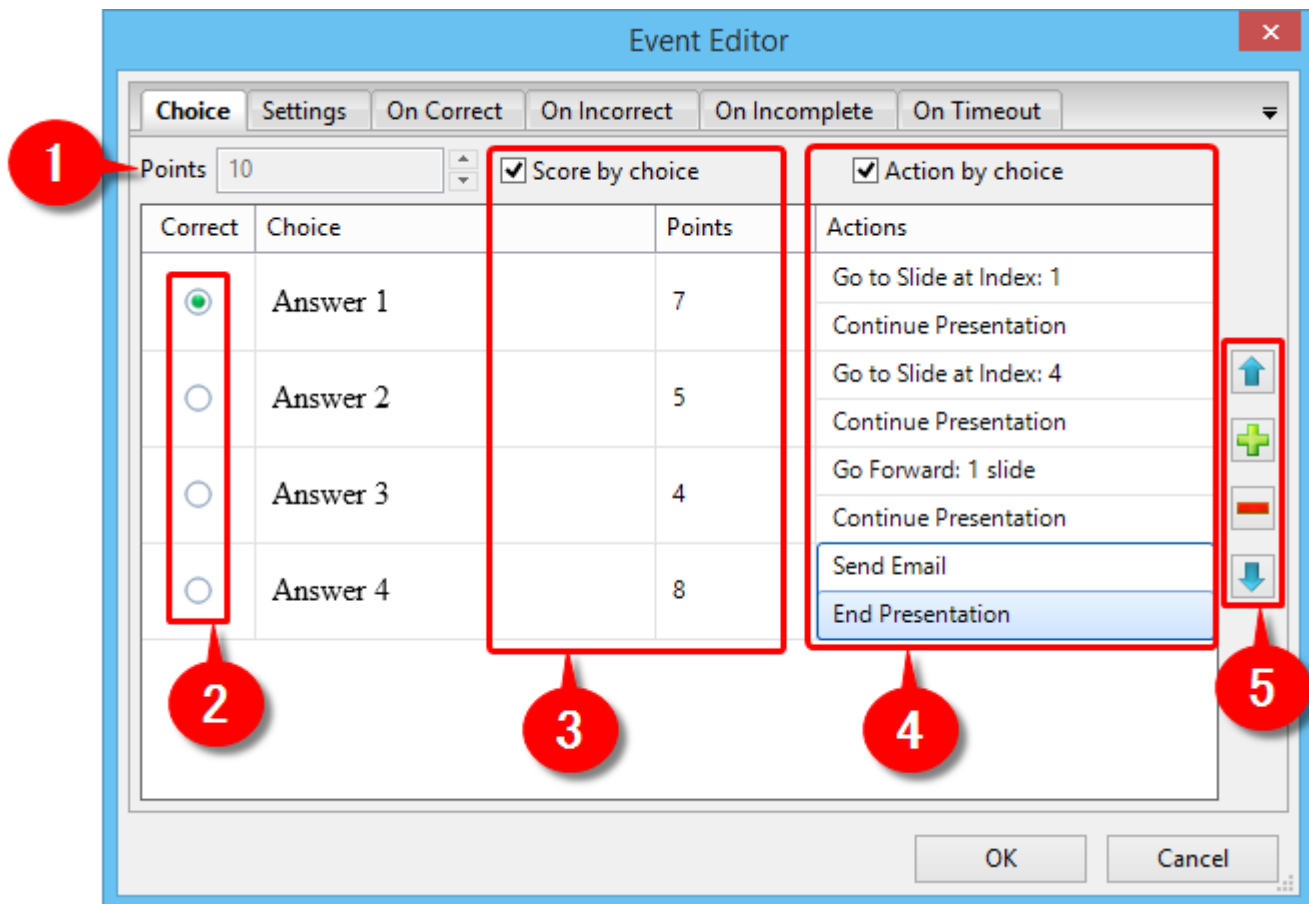
The GUI works as follows:

1. Enter the points to be earned. (For this option to work, the **Score by event** check box must be cleared. In that case the **Points** column below is removed.)

If the user selects the correct option, he earns these points.
If he selects the incorrect option, he earns no points.

2. Click on the radio button of the correct option.

In this example, *Answer 1* is the correct option.

3. Sometimes, the answers are not strictly right/wrong: Even the other answers may be partially right; but some of them may be preferable.

To handle such situation, select the **Score by choice** check box. This activates the **Points** column in the pane below. Now, allocate different points to each option to differentiate between non-preferable and preferable answers.

In each row, double-click in the cell in the **Points** column, and enter points.

4.   Apart from allocating the points, you may also want to respond to the user (e.g. You can state *why* his answer is wrong, followed by the "*try again!*" message).

To do this, click on the **Action by choice** check box. Immediately the **Actions** column appears in the pane below.

Now double-click in each row in this column, and from the drop-down list that appears, select an

action.

You can enter multiple actions for any given choice. This example shows two actions for each answer.

5. These buttons are used to organize the Action rows *within* a given answers. (You cannot change the order of the answers, simply because the answers need not be in a particular.)

    *   Click in the **Action** column first and then click on ➕ button to add an action. (In this way you can associate *multiple* actions with a given event.)

    *   The ➖ button removes the selected action.

    *   If a given answer contains multiple actions, the ⬆ and ⬇ buttons move the selected actions up and down in the stack *within* the answer.

For Multiple Response Question

The **Choice** tab allows the user to select multiple options, and optionally allocate different points for each option.
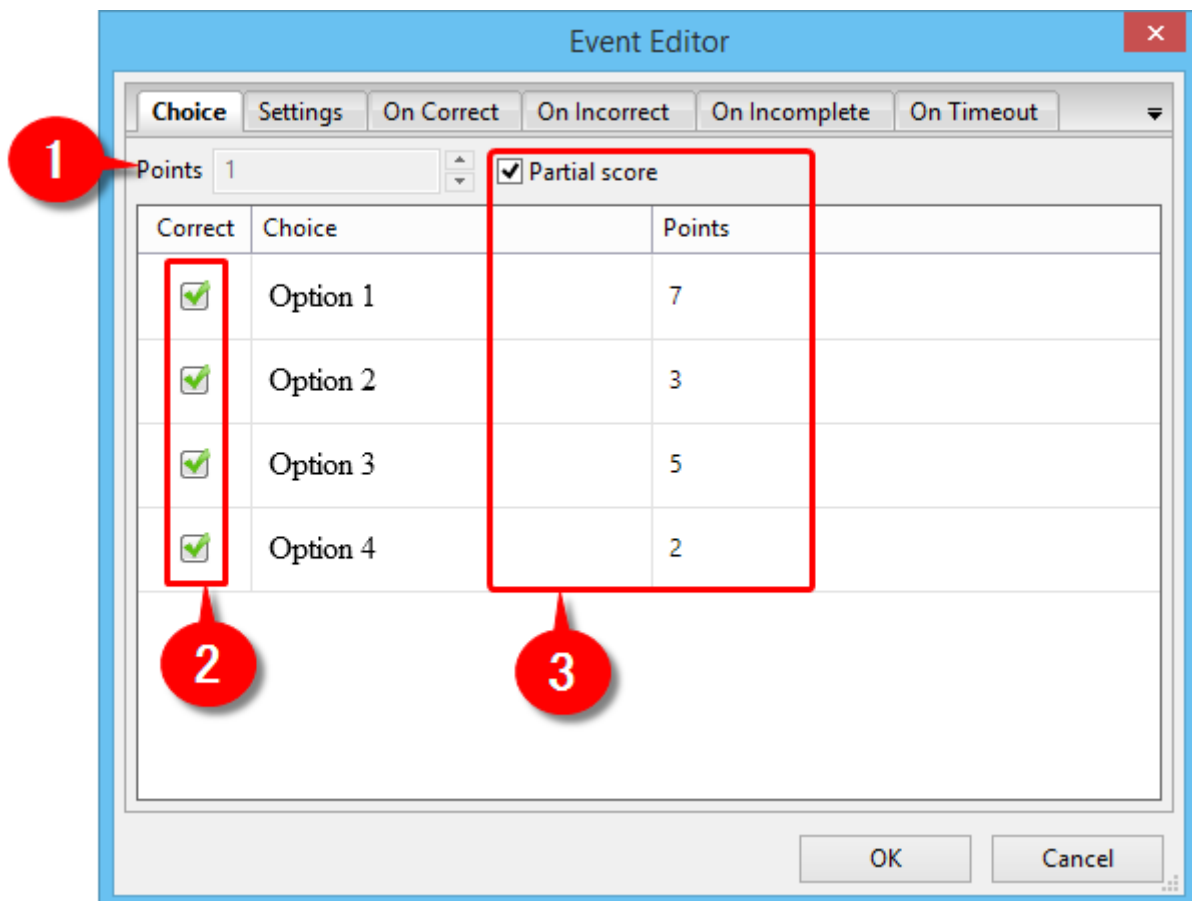
The GUI works as follows:

1. Enter the points to be earned.

(For this option to work, the **Partial score** check box must be cleared. In that case the **Points** column below is removed.)

To earn these points, the user has to select <u>all</u> the correct answers, *and* avoid selecting any of the wrong answers. If he misses any of the right answers, or selects any of the incorrect answers, he

will earn no points.

In other words, this is "*all or nothing*" strategy.

2. Place a tick against all correct answers. There may be more than one correct answers.

If the user selects these options, the action(s) defined in the **On Correct** tab will be executed. If he selects the other options, the action(s) defined in the **On Incorrect** tab will be executed.

3. Partial scores

This strategy allows the user to earn *some* points for each correct answer. To achieve this, select the **Partial score** option. Now the **Points** (1) control is disabled, and a **Points** column is activated in the table below. Assign points to each answer.

- Sometimes all answers are not of equal merit: You may want to give *less* points if the answer is more obvious than the others.

When the user selects a correct answer, he earns the points assigned to that particular answer. As he chooses more correct answers, these partial scores are added up.

However, if he chooses any of the *wrong* answers, then the whole answer is considered *incorrect*, and he will lose all the partial points earned in this question.

Note that this interaction *cannot* have a response action per answer, because there are multiple correct answers; and there is no way to predict which ones are attempted by the user; and which answers are correct. Thus it is virtually impossible to set a trigger condition.

The Accepted Drag Sources Tab

There are two different tabs named *"Accepted Drag Sources":* One is used in the *Drop Area* interaction, and the other is used in the normal drop target object.

This section describes them both.

For Drop Target Object

This tab defines drag sources that can be dropped onto the drop target, and optionally actions to be taken for each dropped source. It also defines maximum number of accepted drag sources that can be dropped onto the drop target.
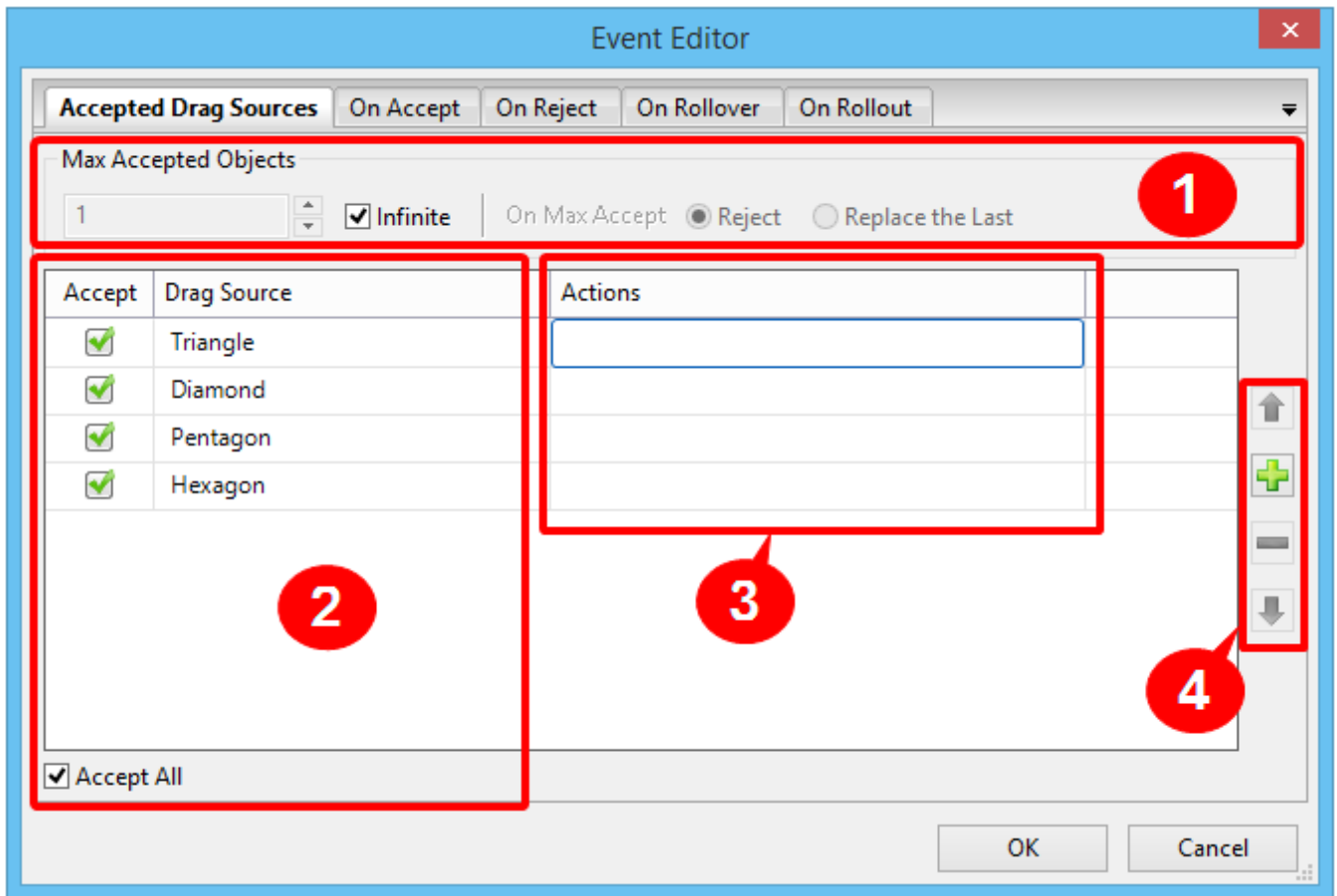
The GUI works as follows:

1. Specify the number of drag sources that can be accepted by the drop target. If the number is finite, you can define what happens when users drop more drag sources (that are in the accept list specified in the second step) than this number:

    *   **Reject**: The drop target does not accept the new dropped object. The dropped object is sent back to its original position, and the **On Reject** event is triggered.

    *   **Replace the Last**: The last dropped object is sent back to its original position, the new dropped object is accepted. Of course, the **On Accept** event is triggered in this case.

2. Specify drag sources that can be accepted by the drop target. You can select/deselect the Accept All checkbox to select/clear all accepted drag sources.

    *   When a non-accepted drag source is dropped, it is sent back to its original position, and the **On Reject** event is triggered.

    *   When an accepted drag source is dropped, if the number of already dropped object is smaller than the maximum accepted objects specified in the first step, the drag source is accepted, and the **On Accept** event is triggered. Otherwise, the output simulation acts as described in the first step.

3. Specify actions to be taken when each drag source is accepted. When the user drops a drag source and it is actually accepted (i.e. not rejected as described in the first step), these actions are executed first, before executing the actions in the **On Accept** tab.

4. These buttons are used to add/remove/order the actions for each accepted drag source. (You cannot change the order of the accepted drag sources, simply because they need not

be in a particular, and they are displayed here based on their z-index.)

- Click in the cell in the **Actions** column first and then click on the ⬩ button to add an action. (In this way you can associate *multiple* actions with a given drag source.)

- Select actions and click on the ▬ button to removes them.

- If a given drag source contains multiple actions, the ⬆ and ⬇ buttons move the selected actions up and down.

For Drop Area Interaction

This tab defines drag sources that can be dropped onto the drop area, and optionally score, actions to be taken for each dropped source.
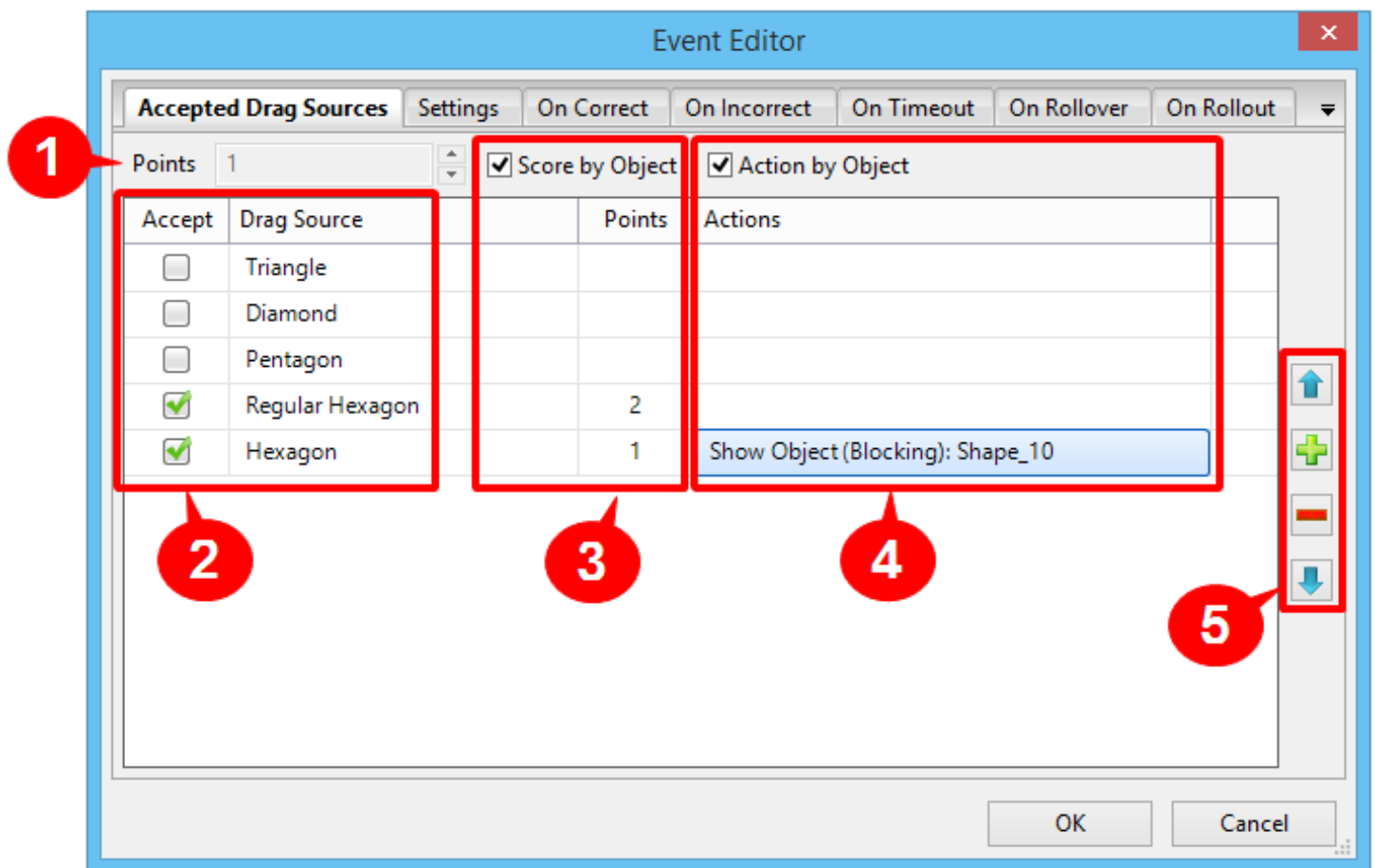
The GUI works as follows:

1. The Points assigned here are common for any of the accepted drag sources listed below. (For this option to work, the **Score by Object** check box must be cleared. In that case the **Points** column below is removed.)

2. Specify drag sources that can be accepted by the drop area.

   - When a non-accepted drag source is dropped, it is sent back to its original position, and the **On Incorrect** event is triggered.

   - When an accepted drag source is dropped, it will be accepted and the **On Correct**

event is triggered. If the drop area already contains a dropped object, it will be sent back to its original position before the new dropped object is accepted. (The drop area behaves similar to the drop target with the settings: Max Accepted Objects: 1, On Max Accept: Replace the Last.)

3. The **Score by Object** check box allows you to specify different scores for different accepted drag source. When you select this check box, the **Points** column is displayed; and at the same time the **Points** control at the top is disabled.
In this example, the "Hexagon" drag source is correct, but it is not good as the "Regular Hexagon" one, so it gains lesser score.

4. The **Action by Object** check box allows you to add multiple actions for each accepted drag source. When you select this check box, the **Actions** column is displayed. These actions will be executed when the drag source is accepted, before executing the actions in the **On Correct** tab.
In this example, a shape is displayed when the user drops the "Hexagon" to suggest that the "Regular Hexagon" is more suitable.

5. These buttons are used to add/remove/order the actions for each accepted drag source. (You cannot change the order of the accepted drag sources, simply because they need not be in a particular, and they are displayed here based on their z-index.)

   - Click in the cell in the **Actions** column first and then click on the 🟩 button to add an action. (In this way you can associate *multiple* actions with a given drag source.)

   - Select actions and click on the 🟥 button to removes them.

   - If a given drag source contains multiple actions, the 🔼 and 🔽 buttons move the selected actions up and down.

The Answer Tab (for Drag-n-Drop Question)

This tab defines correct answer for the Drag-n-Drop Question. The answer consists of multiple drag source – drop target pairs. It also defines overall score for the question, or partial score for each drag source – drop target pair.
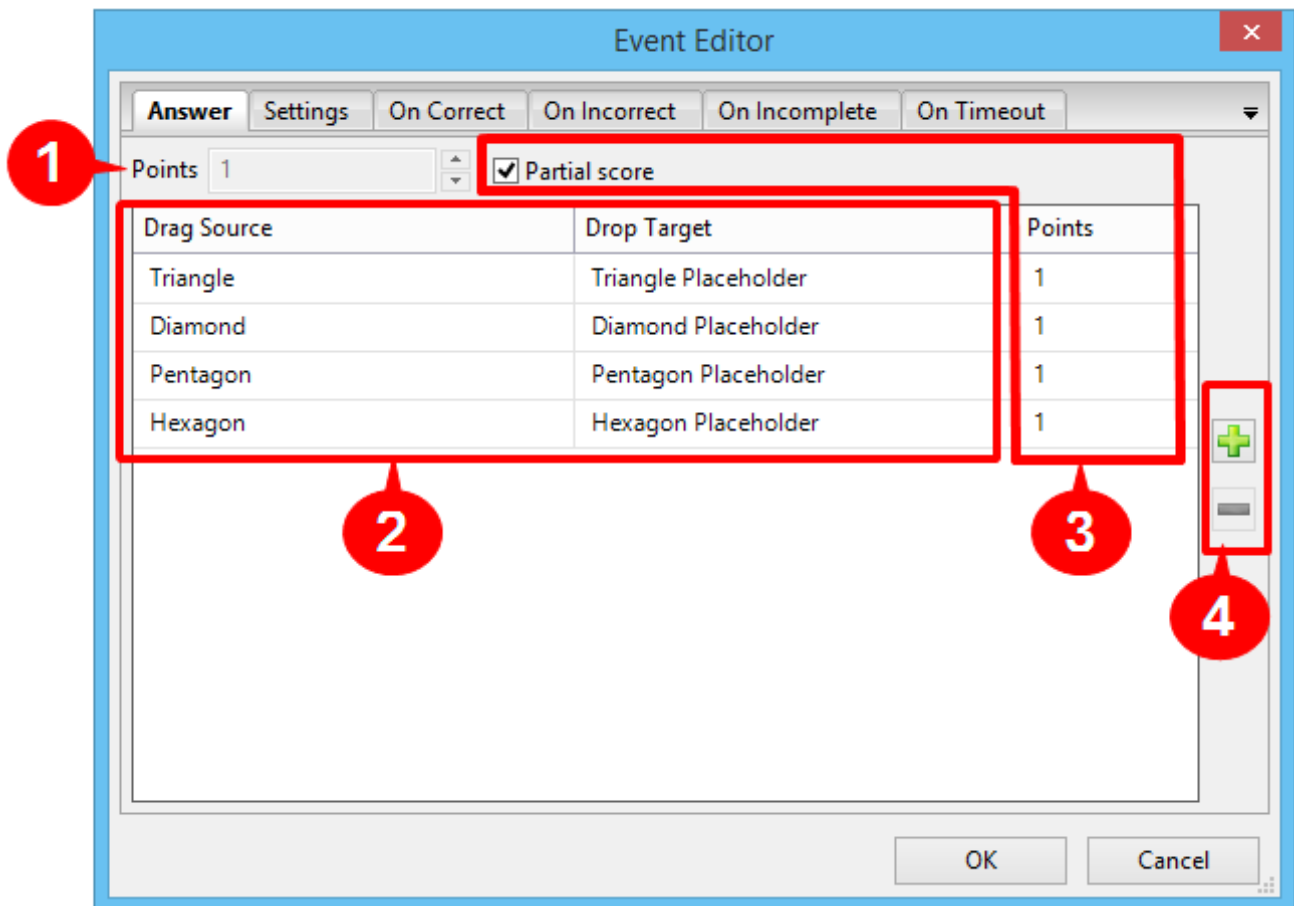
The UI works as follows:

1. Specify the Points for the question. (For this option to work, the **Partial score** check box must be cleared. In that case the **Points** column below is removed.)

2. Specify correct drag source – drop target pairs. The question is considered correct if all drag sources in this list are dropped into correct drop targets.

   - To add a pair of drag source – drop target, click on the ➕ button, or double click on empty area of the list.

   - To change a pair of drag source – drop target, double click on the drag source or the drop target.

   - To remove drag source – drop target pairs, select them and click on the ➖ button.

   - One drag source can be mapped to multiple drop targets. When taking the output simulation, users can drag the source to one of the targets.

   - Multiple drag sources can be mapped to one drop target. When taking the output simulation, users must drag all of the sources to the drop target.

3. The **Partial score** check box allows you to specify score for each pair of drag source – drop target. When you select this check box, the **Points** column is displayed; and at the same time the **Points** control at the top is disabled.

   - When the user drops a drag source to the correct drop target, he earns the points assigned to that particular pair. When he maps more correct drag source – drop target pairs, the score is added up.

- However, if he maps a drag source – drop target pair incorrectly (the pair is not in the list specified in the second step), then the whole answer is considered incorrect, and the score will be zero.

4. Use the 🟩, ➖ button to add, remove drag source – drop target pairs.

The Settings Tab

This tab defines the behavior of the interactive presentation when the user is not responding well:
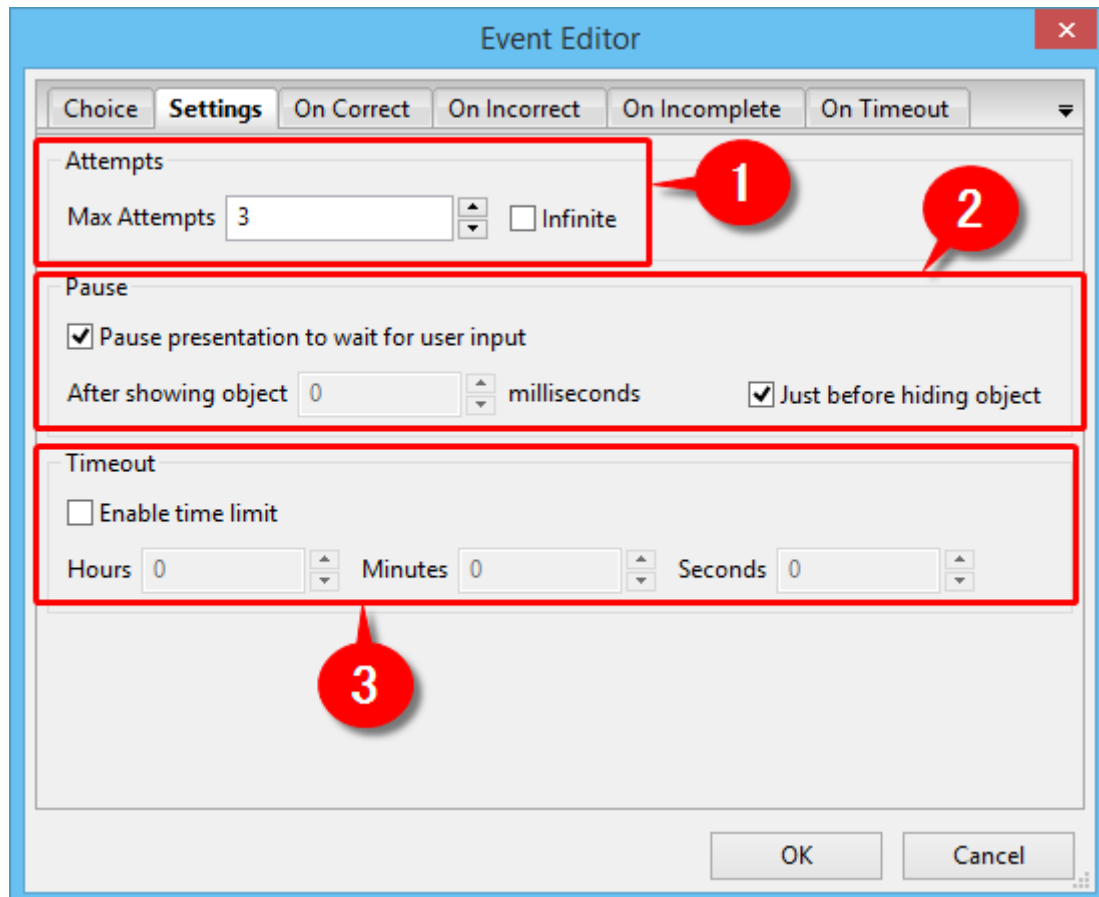
It has three sections, as shown above:

1. Attempts

Max Attempts	After the user makes the predefined number of attempts, the interactive object will be disabled: The user can't interact with it anymore.
Infinite	This check box overrides the *number of attempts* defined at the left.

2. Pause

Pause presentation to wait for user input	This is indefinite pause: All objects stop playing as seen on the **Timeline** pane. However, the user can still interact with the interactive objects. The presentation resumes when one of the following actions is executed: *Continue Presentation*, *End Presentation*, *Go to Slide*, *Go to Slide at Index*, *Go Forward*, or *Go Backward*.

	So if the author selects this option, he *must* define one of above actions in the **On Correct** tab, *and* in the **On Incorrect** tab (for the Last attempt). In fact, when the author inserts a new interactive object, ActivePresenter provides default actions.
After showing object xxx milliseconds	This time is relative to the Starting instant for the interactive object. For example, if xxx is 1000 ms, the presentation is paused when the interactive object is displayed for 1000 ms.
Just before hiding object	Here, the presentation is paused just before the hiding transition of an object begins. In other words, when the presentation is resumed, the first thing to happen will be the exit of this particular object.

3. Timeout

Enable time limit	You can disable the time limit by unchecking this check box. When timeout is active, if the user does not respond within the defined time limit, the interactive object is disabled.
Time	Timeout is defined in terms of HH:MM:SS

The On Correct Tab

This tab is used in all interactions *except* the **Mouse hover** interaction. It defines the action to be taken when the user gives a correct response.
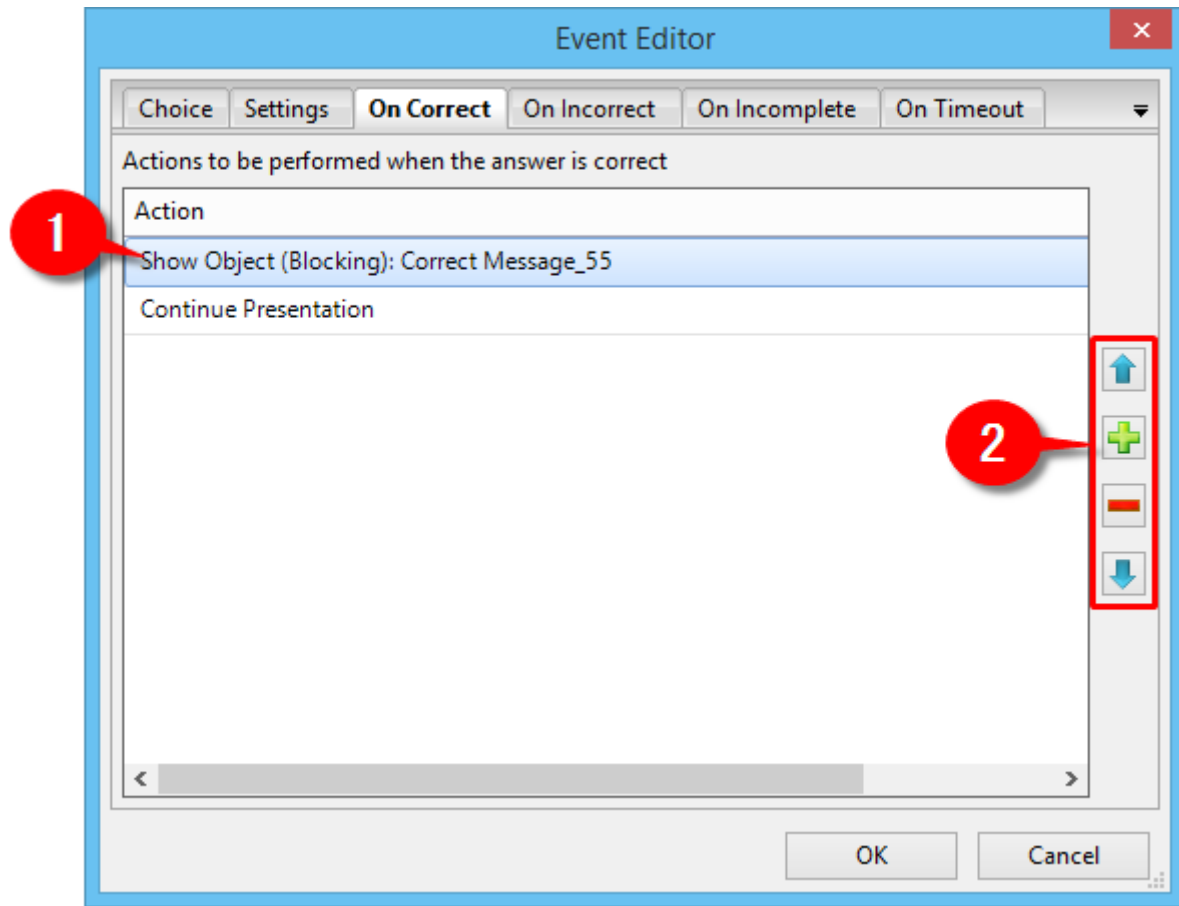
The GUI works as follows:

1. The actions are listed in a stack.

They are executed in the order of appearance (top-to-bottom).

In this example,

-   The presentation will show the correct message#52 (ActivePresenter provides internal reference numbers to each message. This particular message is the **Correct message** for this particular interaction.)

    Note that the **Show Object** action doesn't control the display duration of the message. To change the display duration of the message, select the message in the Canvas and change its duration in the **Properties pane**.

-   After that, ActivePresenter will continue the presentation. If the presentation is playing, this action does nothing.
    If the presentation had paused (because a **Pause** is set in an interactive object or if an object takes the **Pause Presentation** action in response to a trigger event), the **Continue Presentation** action will continue playing the presentation from the time it is paused.

2. These buttons are used to organize the list of actions:

The ➕ button adds a new entry in the pane.

The ➖ button removes the selected entry.

The ⬆ and ⬇ buttons move the selected row up and down in the stack.

The On Incorrect Tab

This tab is used in all interactions *except* the **Mouse hover** interaction. It defines the action to be taken when the user gives an incorrect response.
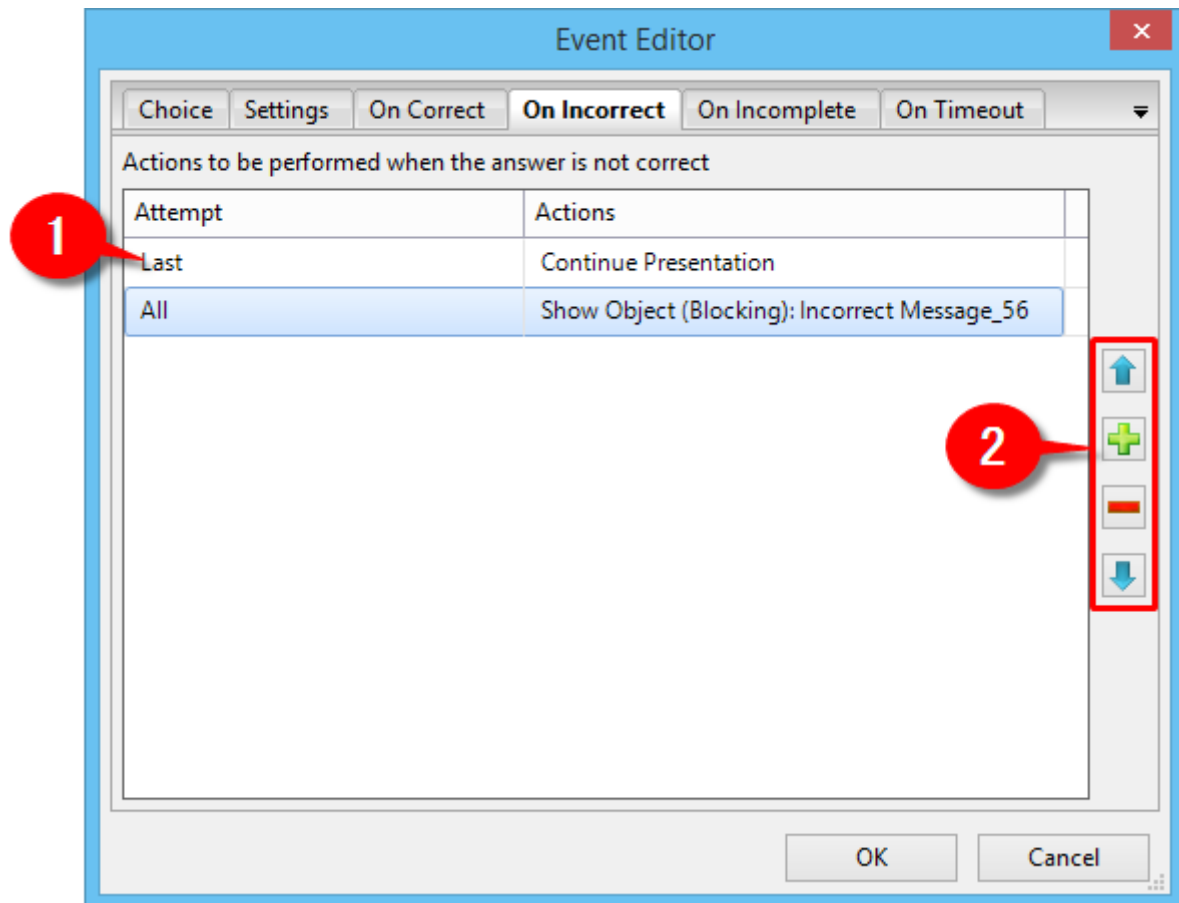
The GUI works as follows:

1. The actions are listed in a stack.

The attempt is classified into various groups: It can be specific (First, Second, Third, 4th, 5th ..) or special (All, Last...) The actions for each group are listed in a stack and executed in the order of appearance (top-to-bottom).

If a certain attempt belongs to multiple attempt groups, the actions are executed from group to group in *this* order: specific group→All→All but Last→Last→Others. For example, if maximum attempt is 3, and user gives incorrect answer in the third attempt, the actions of the Third attempt will be executed first, then the actions of All attempt, then the actions of the Last attempt.

In this example,

-   If the user gives incorrect answer in his last attempt (recall that the number of attempts is defined in the **Settings** tab), then ActivePresenter will display **Incorrect** message (All attempt action), then continue the presentation (Last attempt action).

-   In all the attempts (*including* the last attempt), if the user has provided an incorrect answer, ActivePresenter will display the **Incorrect** message.

2. These buttons are used to organize the list of actions:

The ✚ button adds a new entry in the pane.

The ▬ button removes the selected entry.

The 🡑 and 🡓 buttons move the selected row up and down in the stack.

The On Incomplete Tab

This tab is used in the *Text Box*, *True/False*, *Multiple Choice*, *Multiple Response*, *Essay*, *Fill in Blank*, and *Fill in Multiple Blank* interactions.
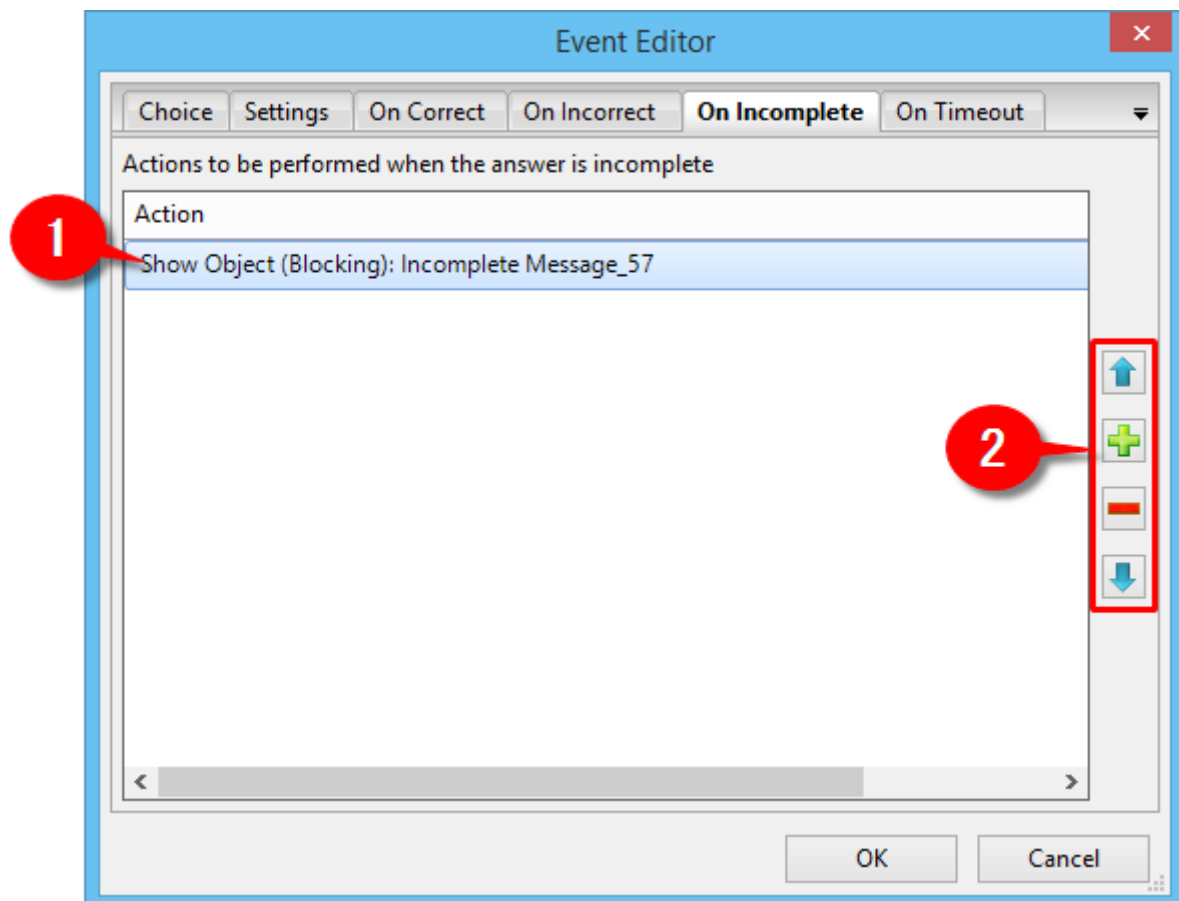
It defines the behavior when the user has *not* completed his answer.

The GUI works as follows:

1. The actions are listed in a stack.

They are executed in the order of appearance (top-to-bottom).

In this example, if the user has provided an incomplete answer, ActivePresenter will display the **Incomplete** message #54. (ActivePresenter provides internal reference numbers to each message. This particular message is the **Incomplete message** for this particular interaction.)

2. These buttons are used to organize the list of actions:

The ✚ button adds a new entry in the pane.

The ▬ button removes the selected entry.

The 🡑 and 🡓 buttons move the selected row up and down in the stack.

The On Timeout Tab
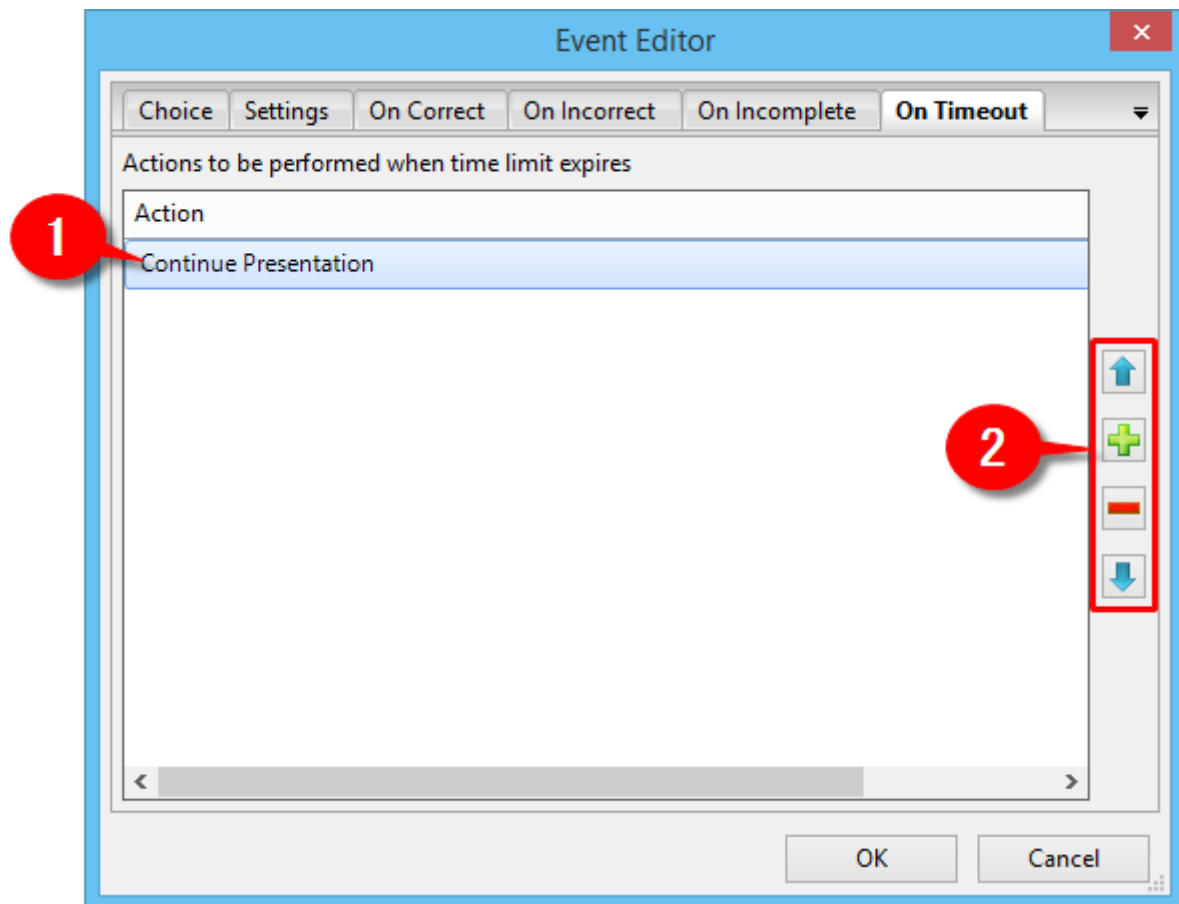
This tab is used in *all* interactions except the **Mouse hover** interaction.

It defines the behavior when the user fails to respond within the time limit defined in the **Settings** tab.

The GUI works as follows:

1. The actions are listed in a stack.

They are executed in the order of appearance (top-to-bottom).

In this example, if the user has failed to respond within the time limit, ActivePresenter will continue with the presentation. But you may choose to display a "Sorry, you have exceeded the time limit!" message and then continue (or even end-) the presentation.

2. These buttons are used to organize the list of actions:

The ⊞ button adds a new entry in the pane.

The ▬ button removes the selected entry.

The ⬆ and ⬇ buttons move the selected row up and down in the stack.

The On Rollover Tab

This tab is used by the *Mouse Click*, *Text Box*, *Key Stroke*, and *Mouse Hover* interactions. It defines the behavior when the user rolls the mouse over the main area of the interaction.
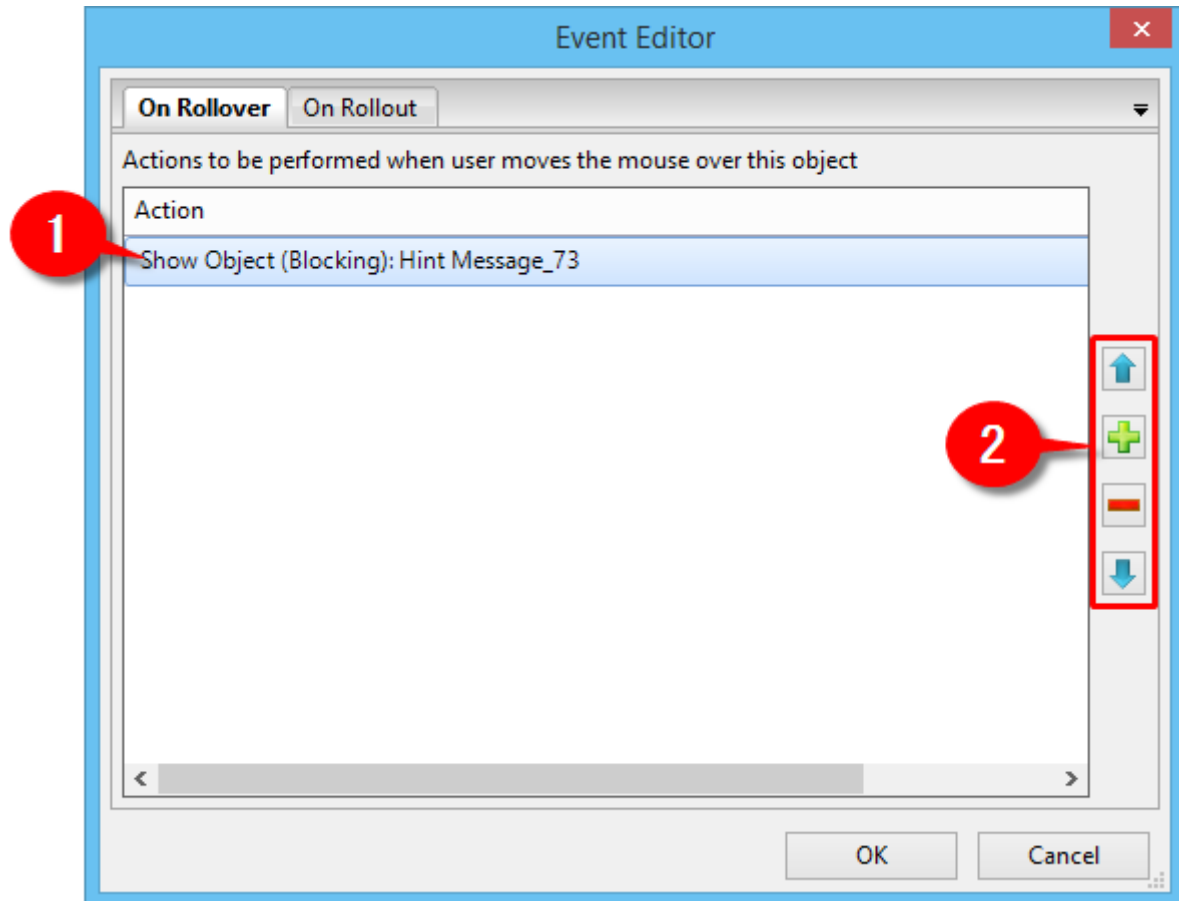
The GUI works as follows:

1. The actions are listed in a stack.

They are executed in the order of appearance (top-to-bottom).

In this example, the ActivePresenter will display message#87 when the user rolls his mouse on the main box of the interaction. (ActivePresenter provides internal reference numbers to each message.)

2. These buttons are used to organize the list of actions:

The ✚ button adds a new entry in the pane.

The ▬ button removes the selected entry.

The ⬆ and ⬇ buttons move the selected row up and down in the stack.

The On Rollout Tab

This tab is used by the *Mouse Click*, *Text Box*, *Key Stroke*, and *Mouse Hover* interactions. It defines the behavior when the user rolls the mouse *off* the main area of the interaction.
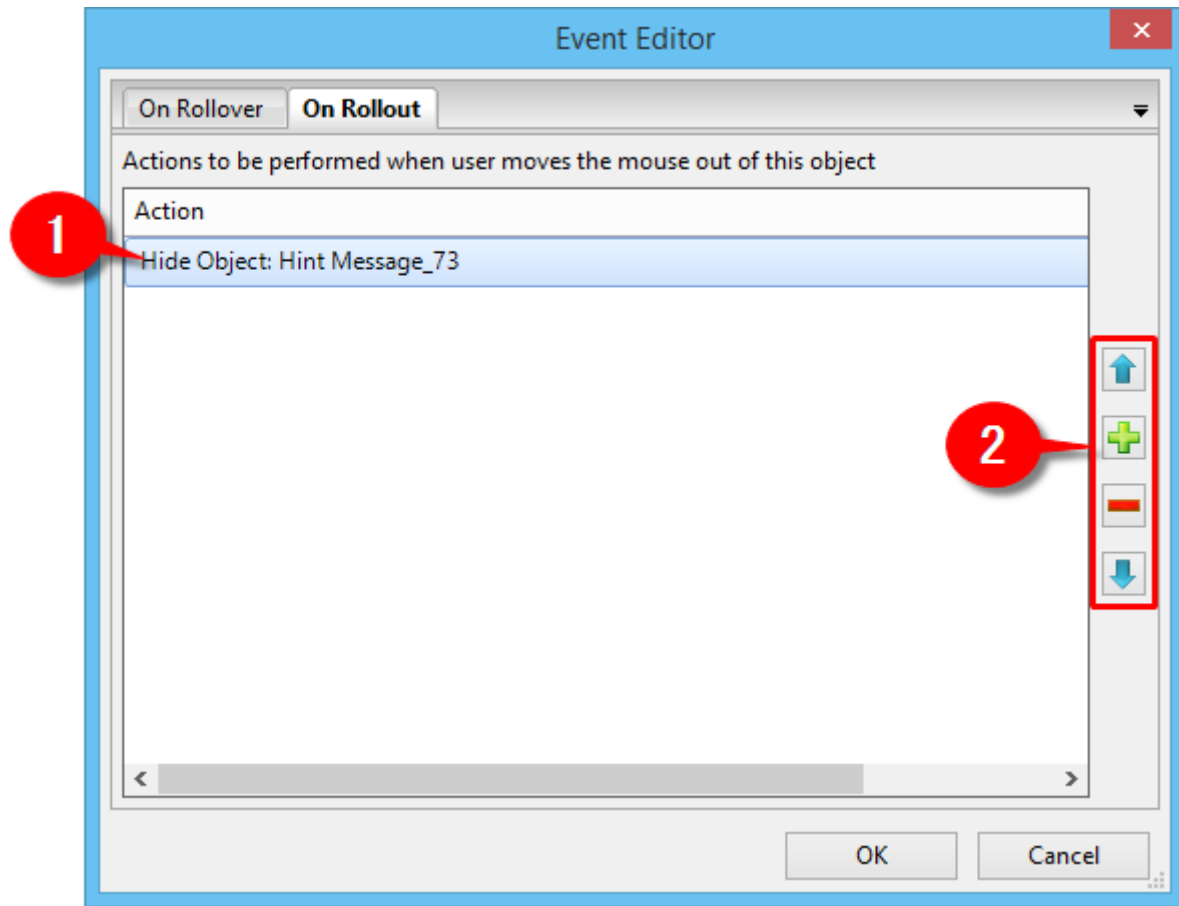
The GUI works as follows:

1. The actions are listed in a stack.

They are executed in the order of appearance (top-to-bottom).

In this example, the ActivePresenter will display message#87 when the user rolls his mouse *off* the main box of the interaction. (ActivePresenter provides internal reference numbers to each message.)

2. These buttons are used to organize the list of actions:

The ✚ button adds a new entry in the pane.

The ▬ button removes the selected entry.

The ⬆ and ⬇ buttons move the selected row up and down in the stack.

The On Accept Tab

This tab is used by drop target objects. It defines actions to be taken when the drop target accepts a drag source.
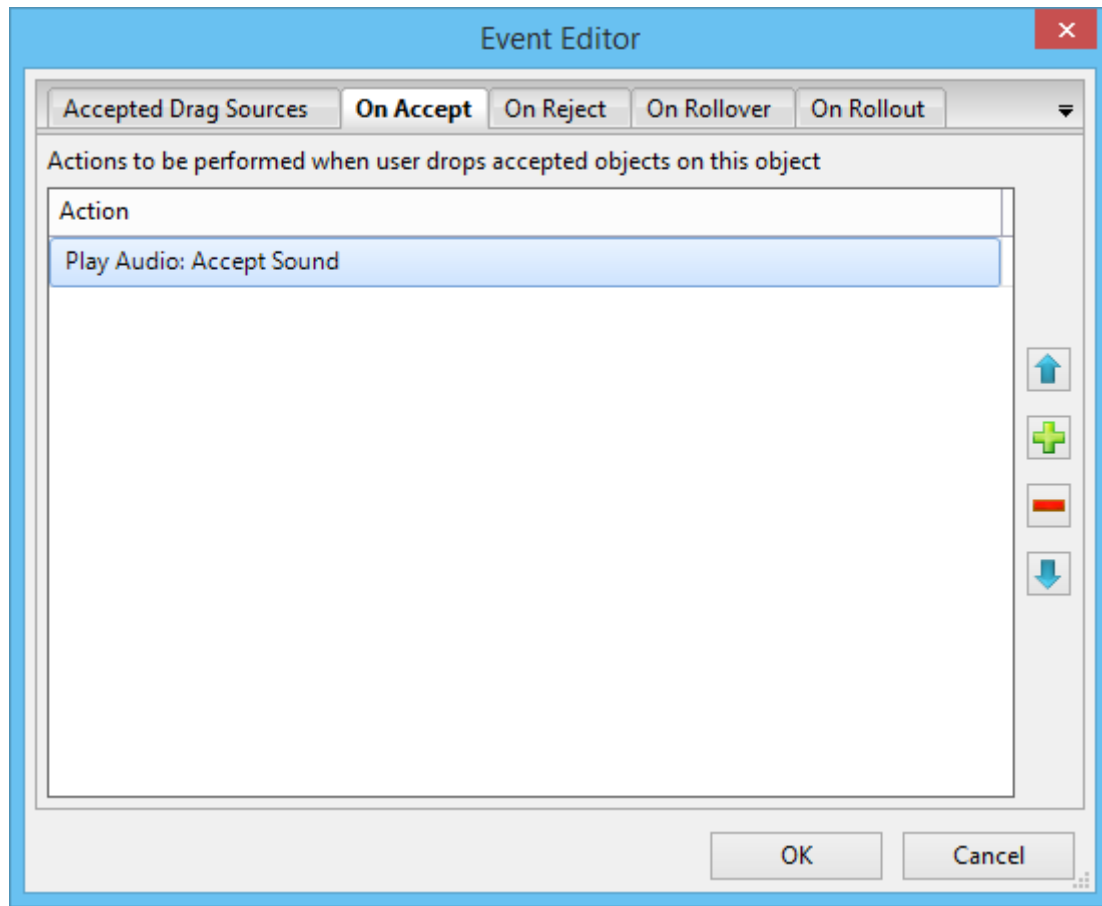
The GUI works the same way as other action tabs, such as the **On Correct** tab, the **On Rollover** tab…

The On Reject Tab

This tab is used by drop target objects. It defines actions to be taken when the drop target rejects a drag source.
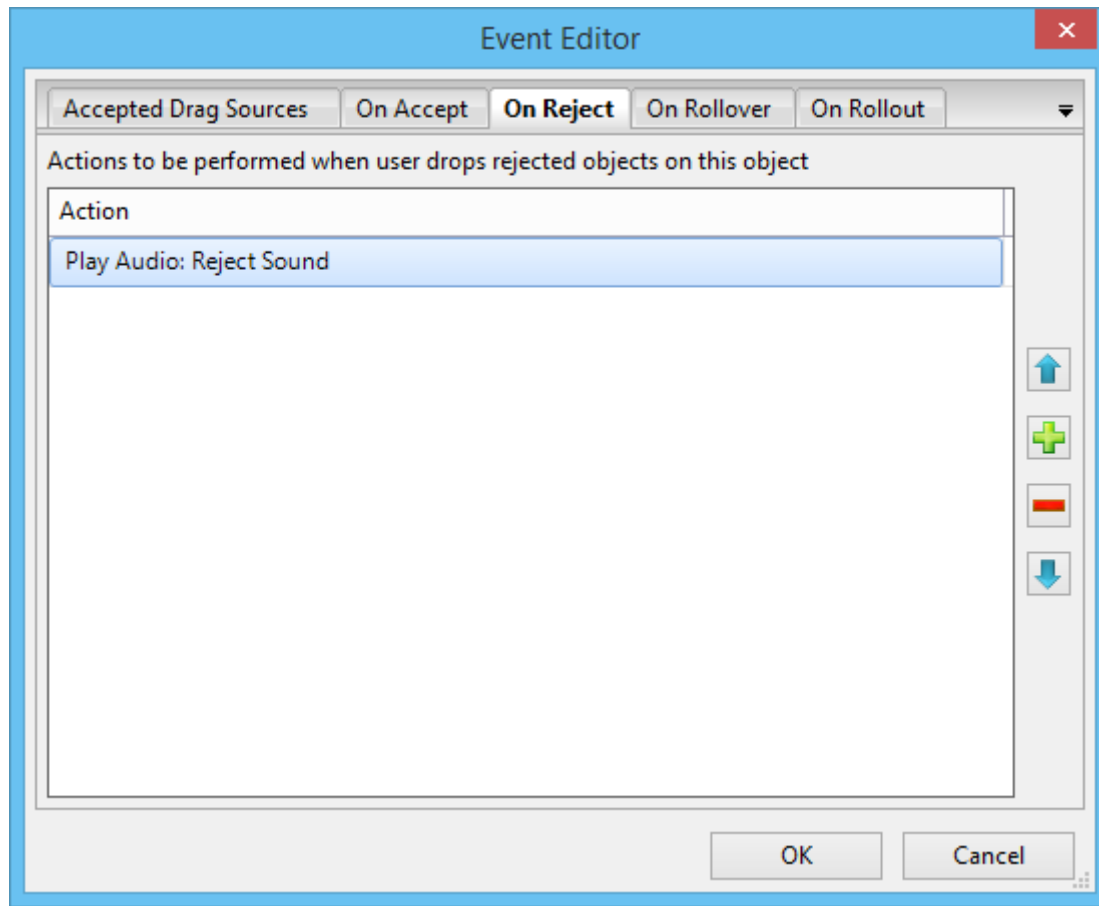
The GUI works the same way as other action tabs, such as the **On Correct** tab, the **On Rollover** tab…

Using The Image Editor

Before we proceed, it is important to understand that the Image editor is meant to be a *quick-and-dirty* raster editor. It is not designed for extensive editing of images.

The shapes you add to the image (e.g. line, polygon, etc.) are immediately *merged* with the existing image. You can *not* select them later and change their properties (that is possible in a vector editor like **InkScape**).

- If you want to be able to edit the objects later, insert shapes directly on the slide, rather than editing the image.

- If you need fine control on the editing process, use a full-fledged editor like **GIMP** (a raster editor) or **InkScape** (a vector editor), and then insert the edited image into the slide.

The image editor in ActivePresenter has a minimalistic window.
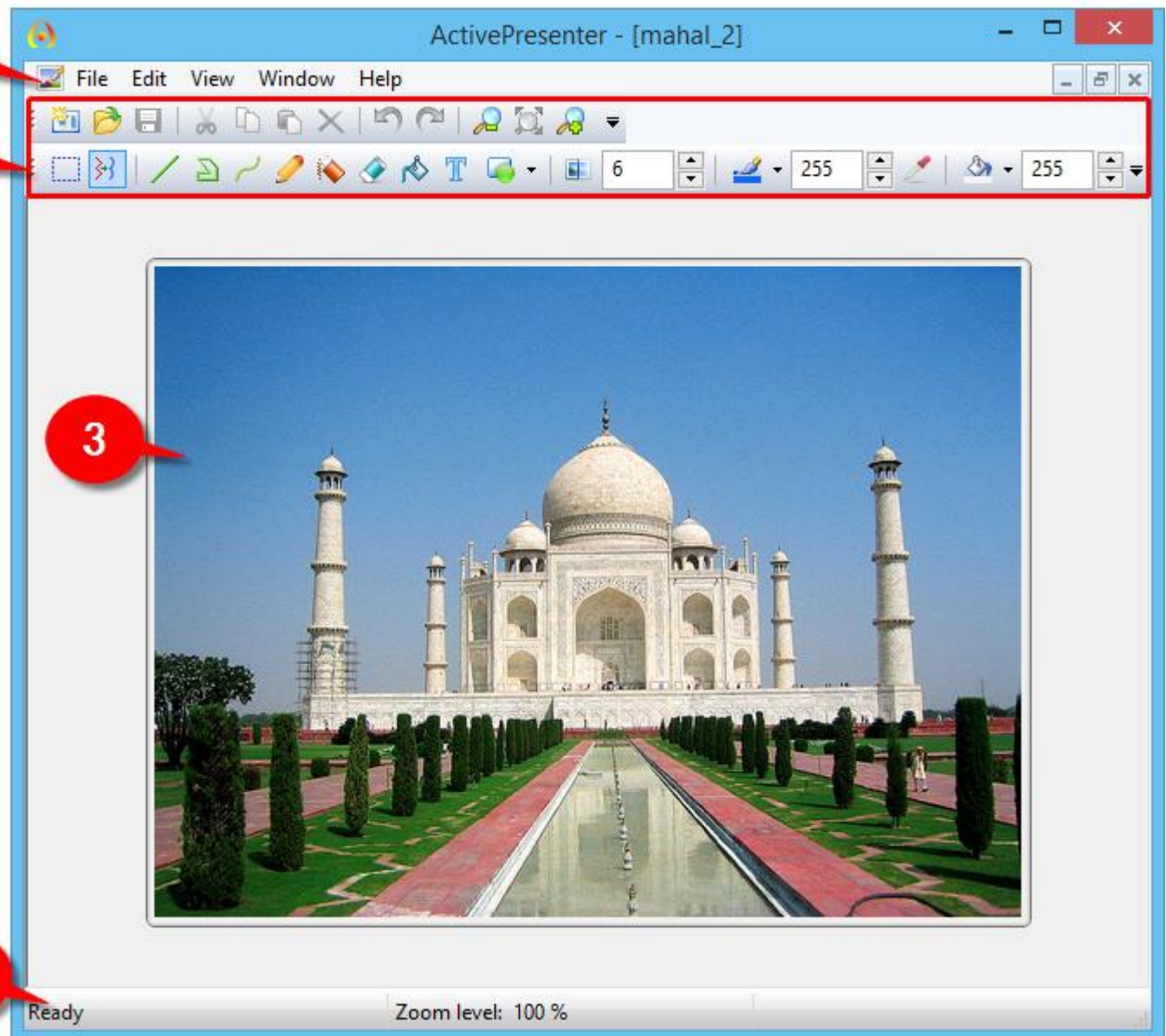
The various parts of the window are as follows:

1. This is the **Menu system**
2. These are **toolbars**.
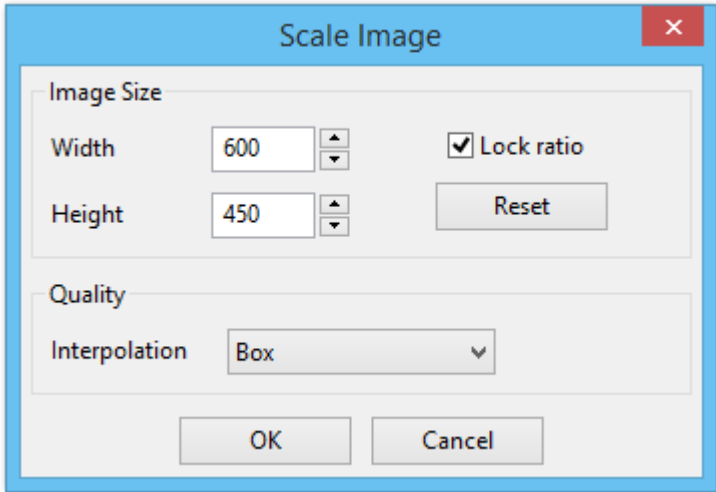
You can customize any toolbar by clicking on the ⬇ button located at the end.

You can also move the toolbars by clicking on their headers ⋮ and dragging.

Button	Effect
⬚	Lets you select a rectangle for moving, deleting or copying.

Button	Effect
	Toggles antialiasing. Sometimes you need to turn it off. For example, if you want to draw a polygon and **flood fill** it, you need a shape with a *clear* border (not anti-aliased border).
	Draw a line
	Draw a polygon. As you click at various spots, those points are added to the current polygon. On the last point, double-click to finish the polygon-creation mode.
	Draw a spline. As you click at various spots, those points are added to the current spline. A double-click ends the spline-creation mode.
	Pencil tool. Draw freehand with this tool.
	Airbrush tool. Create spray with a color.
	Eraser tool. Image editor in ActivePresenter supports transparency, so when you erase an area, it will turn transparent.
	Flood fill tool. When you click anywhere in the image, it finds contiguous area with the same color, and then fills it with the current pen color.
	Text This tool has its own word editor window. You can create rich text with its own attribute (color, italics, bold, underline, font size, font type, superscript, subscript, etc.)
	Autoshape This is a drop-down list of shapes.
	Blur Blur/Obfuscate selected area.
	Blur radius

Button	Effect
	The larger the radius, the more obfuscated the image.
	Pen color. This selects a pen color for pending or next drawing command.
255	Pen opacity (0=fully transparent, 255=fully opaque)
	Pick pen color After selecting this tool, click on any area, and the pen tool will assume that color (hue and saturation) and opacity.
	Fill color Sets the color filled inside a shape.
255	Fill opacity (0=fully transparent, 255=fully opaque)
	Pick fill color After selecting this tool, click on any area, and the fill color tool will assume that color (hue and saturation) and opacity.
	Line width Sets the line width for the outline of a shape, or for the pencil tool.
	Line style Sets the type of line for the outline of a shape, or for the pencil tool.
	Rotate right
	Rotate left
	Flip horizontally
	Flip vertically
	Crop
	Scale image A window pops up:

Button	Effect
	You can specify the target width and height. (If the Width/Height ratio is not same as original, the image will get stretched.) Alternatively, tick in the Lock ration check box, and then specify only one of the dimensions. ActivePresenter maintains the original aspect ratio, and rescales the image. The **Reset** button restores the original size of the image. The quality of the rescaled image depends upon the algorithm used. ActivePresenter offers a choice of algorithms: • Box • Bilinear • Bicubic • 4th order b-spline • Catmull-Rom spline • Lanczos3 The Box algorithm is the simplest one and usually gives the lowest quality. Lanczos3 is an advanced algorithm and is commonly used in popular image editor, it usually gives the best quality. However, choosing the most suitable algorithm also depends on the image content, so you can use try-and-error tactic to choose the most suitable one.
	Insert image

3. This is the **image to be edited**.

Any changes in the image are not actually implemented till we save the image and exit.

4. The **status bar** shows the current state of the image editor.

Using Image Resource Properties Window

This window allows you to view and edit the properties of various **balloons** that are available in the Library pane.

A window pops up when you double-click on any balloon in the **Library** pane. The window contains two tabs: *General* and *Text Margin*.

General Tab

The general tab has the following controls:
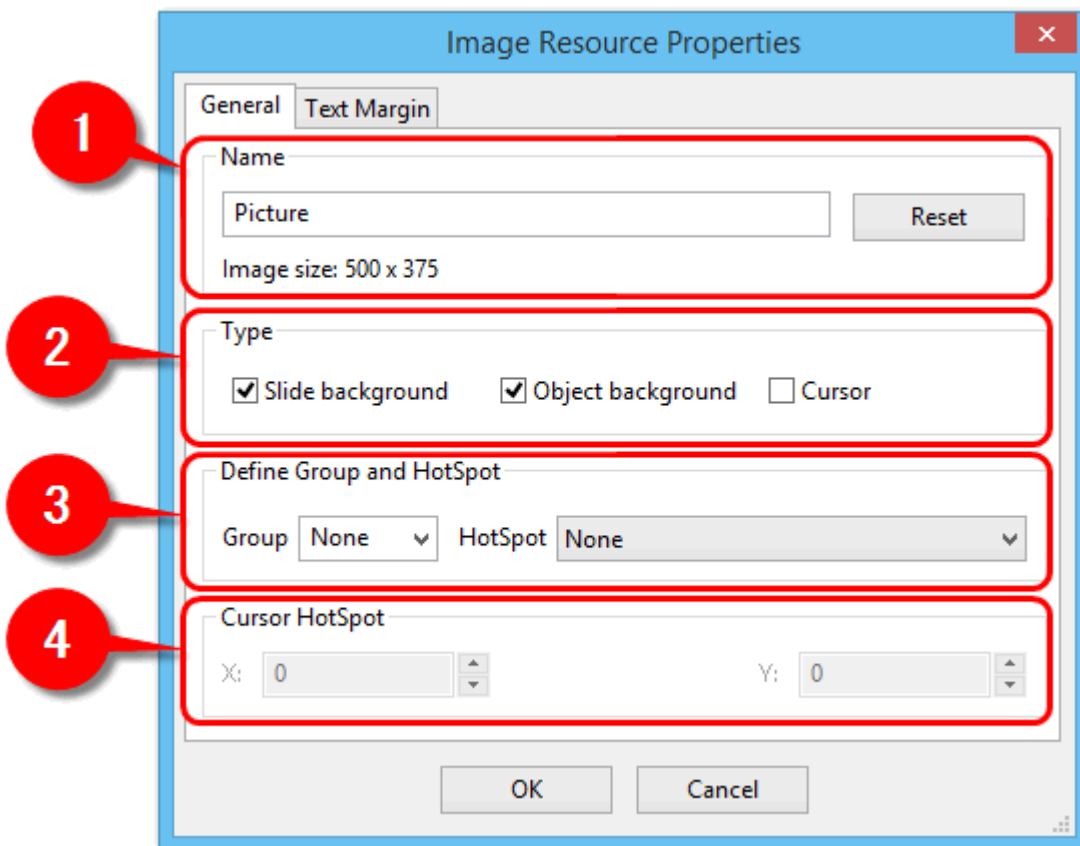
The controls work as follows:

1.   This section contains the **Name** field.

This is just the name of the resource for easy remembering and handling.

You can enter any name you want, and change it at any time, without affecting any functionality.

2.   The **type** of resource.

You can tag the image resource as slide **background**, object background and/or cursor. (You can apply multiple tags to any resource.)

Later, you can use these tags to filter (shortlist) images of certain type(s).

3.   Define the group and hotspot

If you want to use the image for **annotation during capturing**, you should add multiple versions of the image, each having its hotspot (=anchor point) in a different direction; so that ActivePresenter can automatically select a variant that does not cross the slide canvas.

This is done by entering a new group name, or selecting an existing name from the drop-down list. All images that have a common group name are considered interchangeable, and ActivePresenter will automatically select the image that fits inside the canvas even when the click-spot is close to the boundary of the slide canvas.

4. Define the cursor hotspot.

This is the hotspot *position* (not direction) for the cursor. The x and y dimensions are from the **origin** point (x=0, y=0) of the image, which is located on the top-left corner of the shape, as shown below:
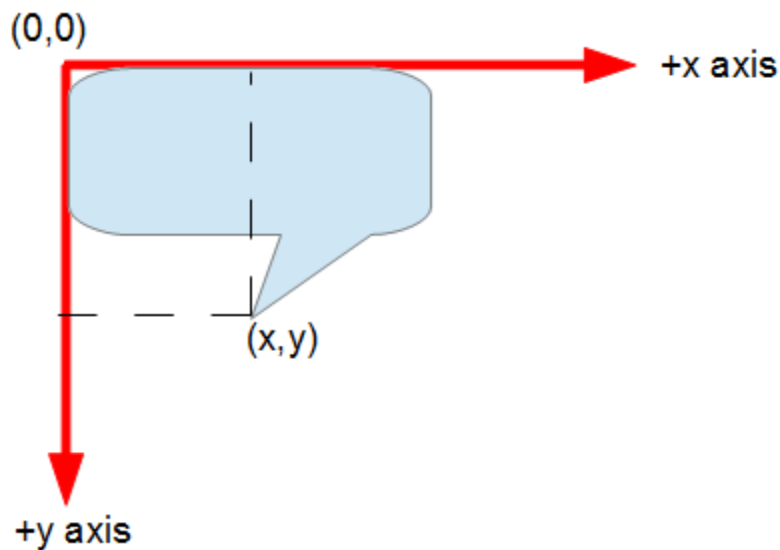
The anchor point (=hotspot) is shown as (x,y) vis-a-vis the *origin (0,0).*

The Text Margin Tab

The Text Margin tab has the following controls:
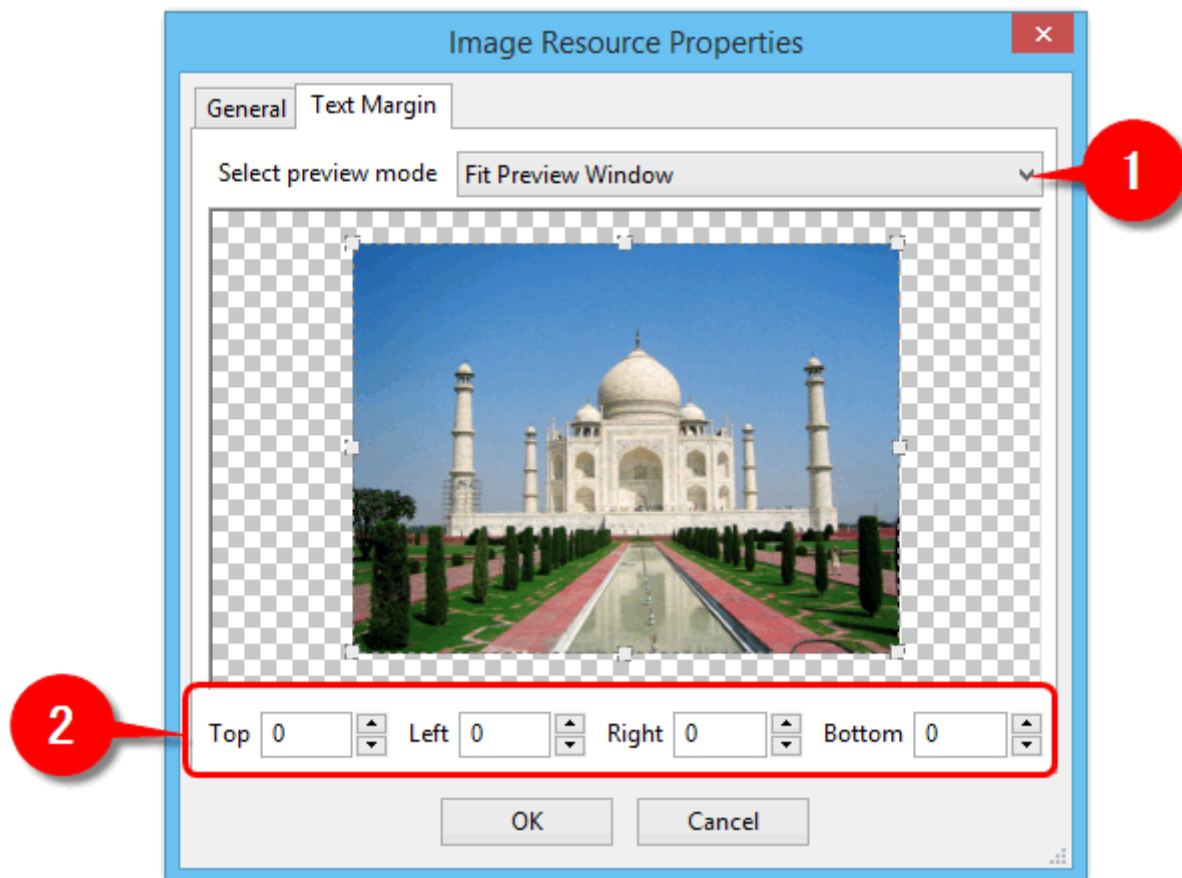
1. This drop-down menu has two settings for the zoom level: *Actual size* (100%) and *fit to window*.

2. The margin between the image and the nearest text is defined here. (If the image is surrounded by text, then the distance between the image and the text would be automatically maintained as per these limits.)

Using The Properties Window

You can change the visual and aural properties of the following annotation-type objects: Shapes, Text Caption, Highlight, Spotlight and Feedback.

You can also change visual and aural properties of interactive objects. (Right-click the interactive object, and from the context menu, select the **Style** option.)This is done with the **Properties** window.
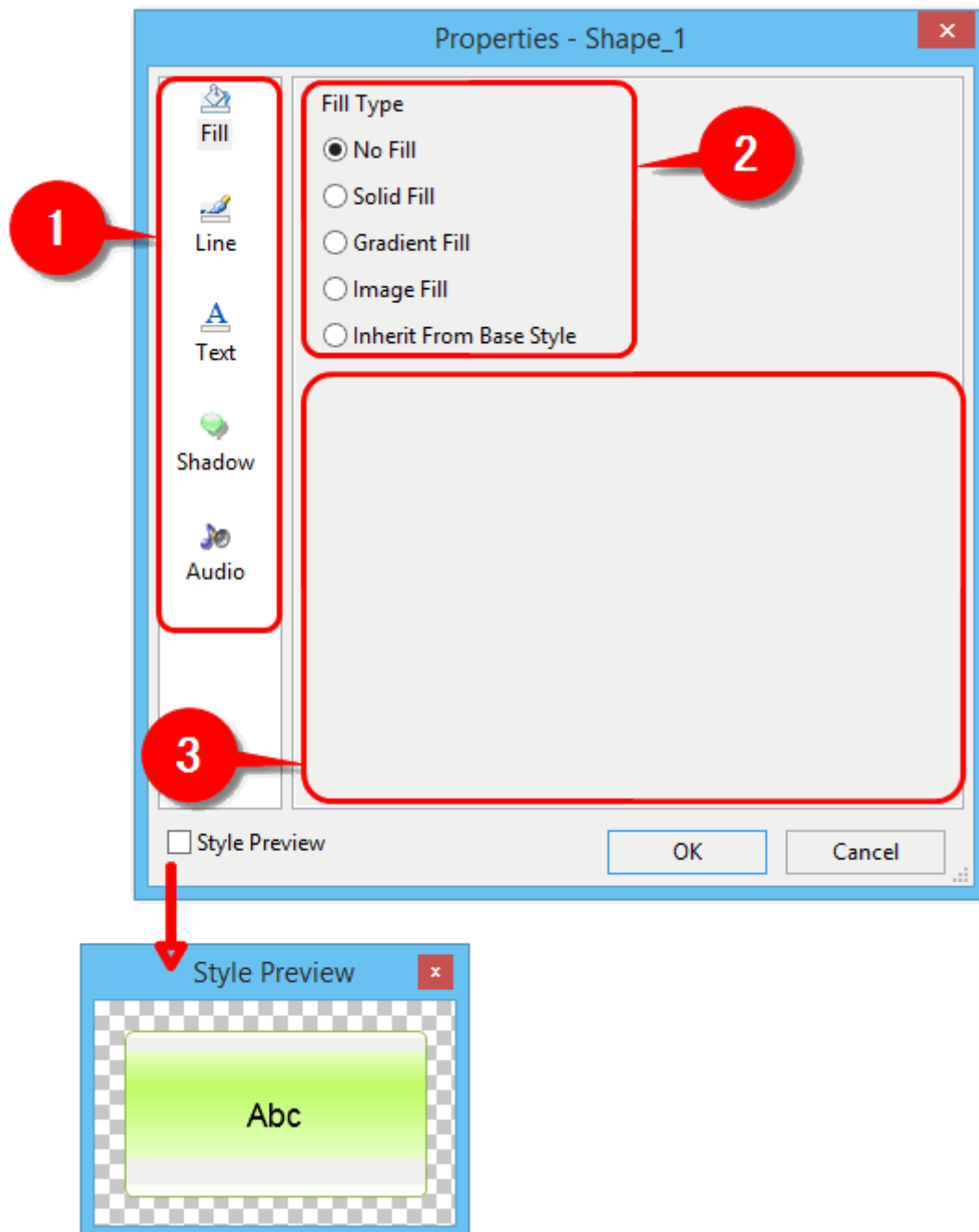
The window works as follows:

1. Select different aspects of the object by clicking on these buttons.
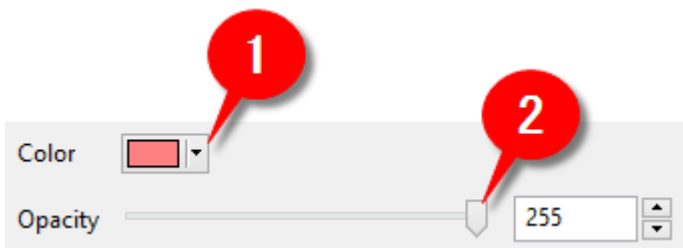
2. This pane shows the options for the aspect selected in the left pane.

3. This area shows controls that implement the option selected above.

If you click in the **Style preview** check box, a small window pops up as shown. It shows a preview result of your changes.

The Fill Section

In this section, you can customize the body of the object.

You can choose from the following options:

Option	Remarks
No fill	The object's body becomes transparent (no solid color or gradient of colors).
Solid fill	Fills the shape with a single color. 1. Click on the drop-down arrow. A color swatch appears. Select a color. 2. Move the slider to set the opacity, or enter the value directly in the input box at right (255=fully opaque)
Gradient fill	Fills the shape with a gradient of colors. We will see how to create the following gradient:

The actual controls adjusted to create this particular gradient are shown below:
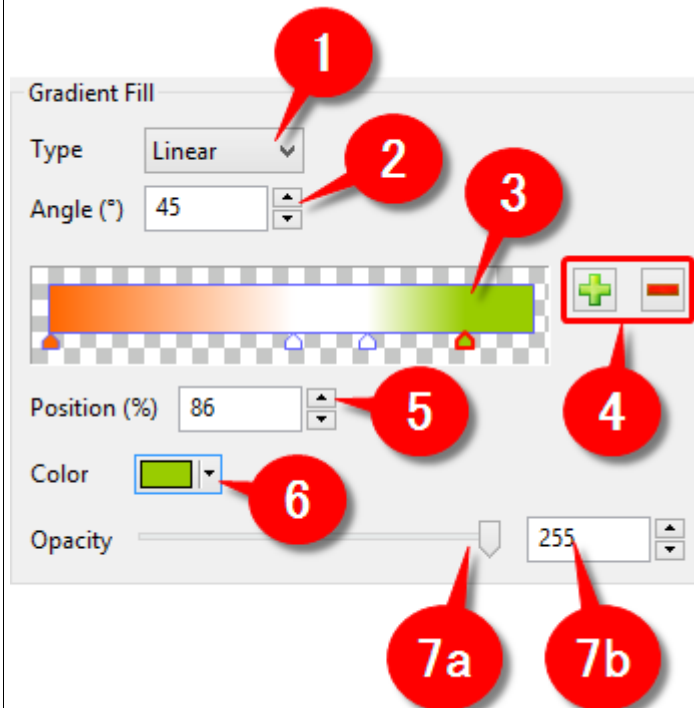
The *Gradient strip* (3) is at the heart of the controls. It shows a "live" sample of the gradient, and lets you make changes to it in a visual manner.

Choose between **Linear** and **Radial** gradients using the *Gradient type* drop-down list (1).

- In *Linear,* the shades vary in a straight direction.
- In *Radial,* the shades are in concentric circles

Our example calls for **Linear** type gradient.

Choose the *Inclination angle* of the gradient using the input box/spinners (2). (The angle is relevant for linear gradient only.) In our example, we have chosen a 45-degree angle.

The triangular "stops" at the bottom of the strip show how many colors are used to compose the gradient. This example shows four stops, which means it uses four colors. However, observe that the two stops in the middle use the same (white) color! (That is to ensure that the white band in the middle is of sufficient width.)

Click anywhere in the strip (3) to add a new stop at that spot.

You can click on any stop to make it active. An active stop has a red border. The controls 5, 6 and 7 are meant to edit the properties of this active stop.

In our example, the right-most stop is active (shown with red border). The triangle

shows its color (green). The *Position* control (5) shows 86%, meaning this stop is at 86% of the total length. You can drag the stop with mouse. The *Position* box (5) will reflect the new position of the stop.

The *Color* (6) shows the current color of the stop. To change the stop's color, click on the drop-down arrow, and from the swatch that appears, select another color.

The opacity of the stop can be changed with the controls 7a (slider) and 7b (input box).

To delete any stop, first select it and then click on the ▬ button.
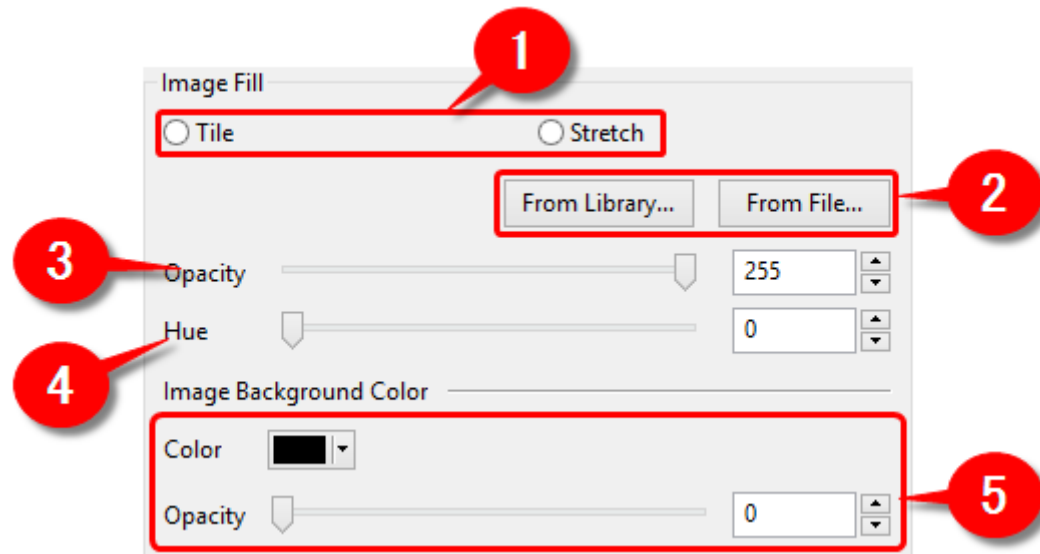
Image fill	 This option fills the shape with an image. The controls are as follows: First, select how the shape is to be filled (1): • *Tile* means the image will be replicated in x- and y-axis to fill up the space. If the image is larger than the shape, it is clipped. • *Stretch* means the image will be stretched in height and/or width to fill up the available space. If the image is larger than the shape, it is rescaled to fit the available space. Next, select an image from either library or from your file collection (2). You can change the opacity of this image with the *Opacity* slider (3), or enter the value in the input box (255=fully opaque). You can colorize the image (superimpose a color) by using the hue slider (4) or enter the value in the input box.
Inherit From Base Style	The style is copied from the template style supplied with ActivePresenter. ActivePresenter comes with multiple base styles. You can switch to any of them. To change the base style, click on the **Change Base style...** button. The following window pops up:
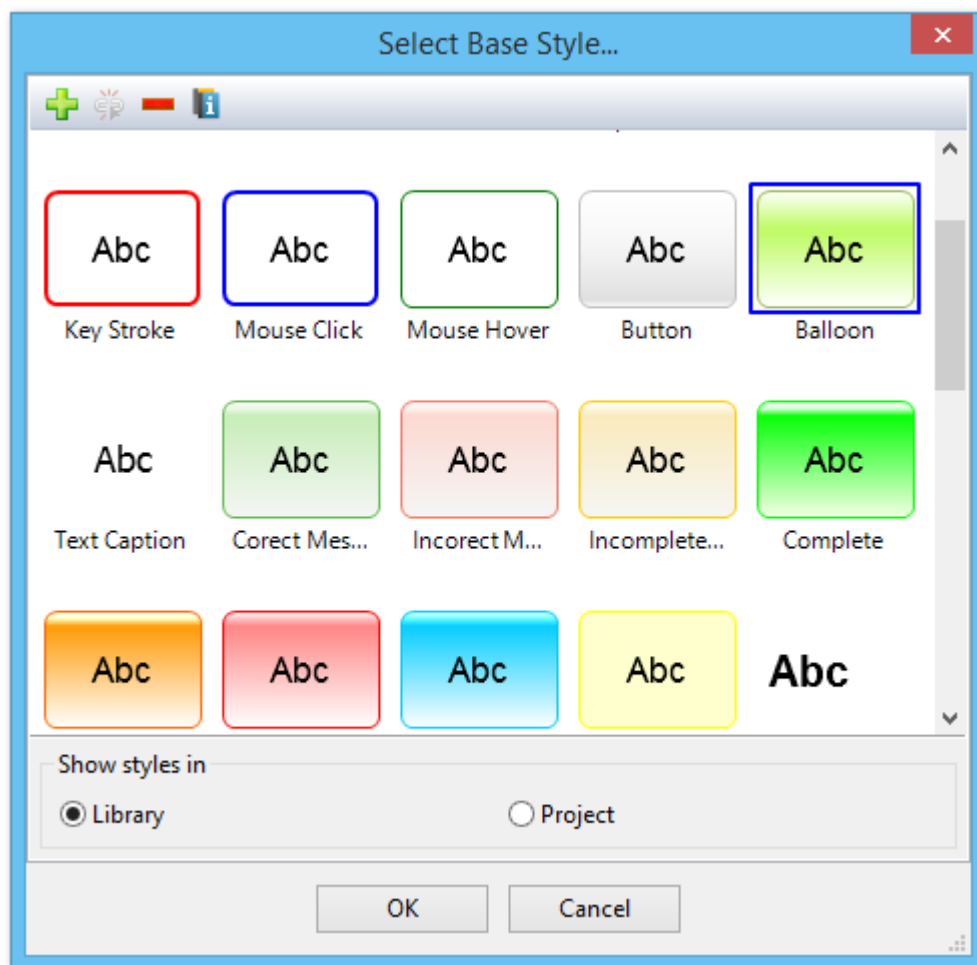
	Select any style and press **OK**.
Using your own style	In the **Select Base style** window (see above), you can opt to create your own style: Just click on the 🞧 button. A new **Properties** window appears. Now set all properties and save under a new style name. From this moment, this new style will be available. Be careful about where you are adding this style: Style added in **Project** will not be available to other projects. If you add the style in **Library,** it will be available to other projects.

The Line Section

In this section, you can customize the outline of the shape.

You can select from the following options:

Option	Remarks
No line	There is no line at all.

Solid line
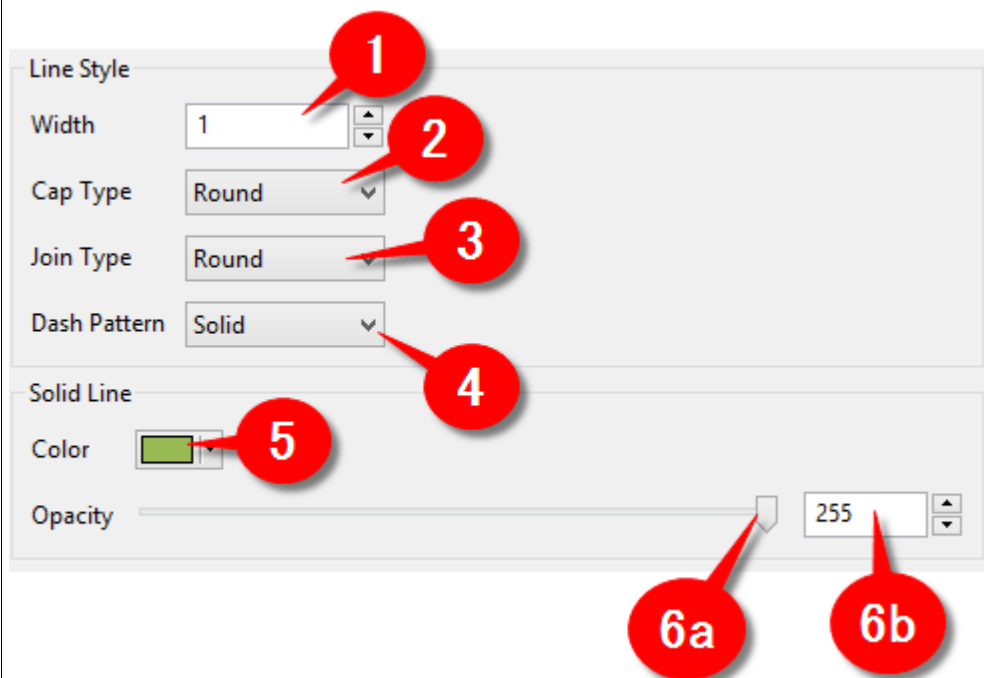
This option lets you customize the line.

You can set the following:

- Line width (1) (in pixels).
- Cap type: Round/square (2)

(Note: This property matters only in an *open* curve, where you can see the end of a line. At present, ActivePresenter has only *closed* shapes).

- Join type: Round/Bevel/Miter (3)

This property changes the look-and-feel of joints. See how a call out looks different with these joints:

- Dash pattern: Solid/dot/dash/dot-dash (4)
- Color of the line (5).
- Opacity (6) (move slider or enter the number) (255=fully opaque)

| Inherit from the base style | See the discussion in the **Fill** section. |

The Text Section

This section customizes the text placed in the object.

You have the following options:

Option	Remarks
Custom style	This section provides multiple formatting options for the text.
Inherit from base style	See the discussion in the **Fill** section.

The Shadow Section

This section customizes the shadow of the object.

You have the following options:

Option	Remarks
No shadow	The shape has no shadow
Custom shadow	The following options are available: • **Blur radius**: The larger the radius, the more the diffused the shadow. • **Angle**: Angle is measured *clockwise*, with +ve x-axis as reference. • **Distance**: Distance from the main shape. Longer distance creates the illusion that the shape is located higher from the slide. • **Color:** You can select any color, but a dark color is best • **Opacity:** move slider or enter the number (255=fully opaque)
Inherit from base style	See the discussion in the **Fill** section.

The Audio Section

ActivePresenter allows you to associate a sound with almost all types of objects.

- For Mouse Click object, the attached sound is played when user clicks on the object.
- For other types of objects, the attached sound is played when the object starts showing.

The Audio section looks like this:
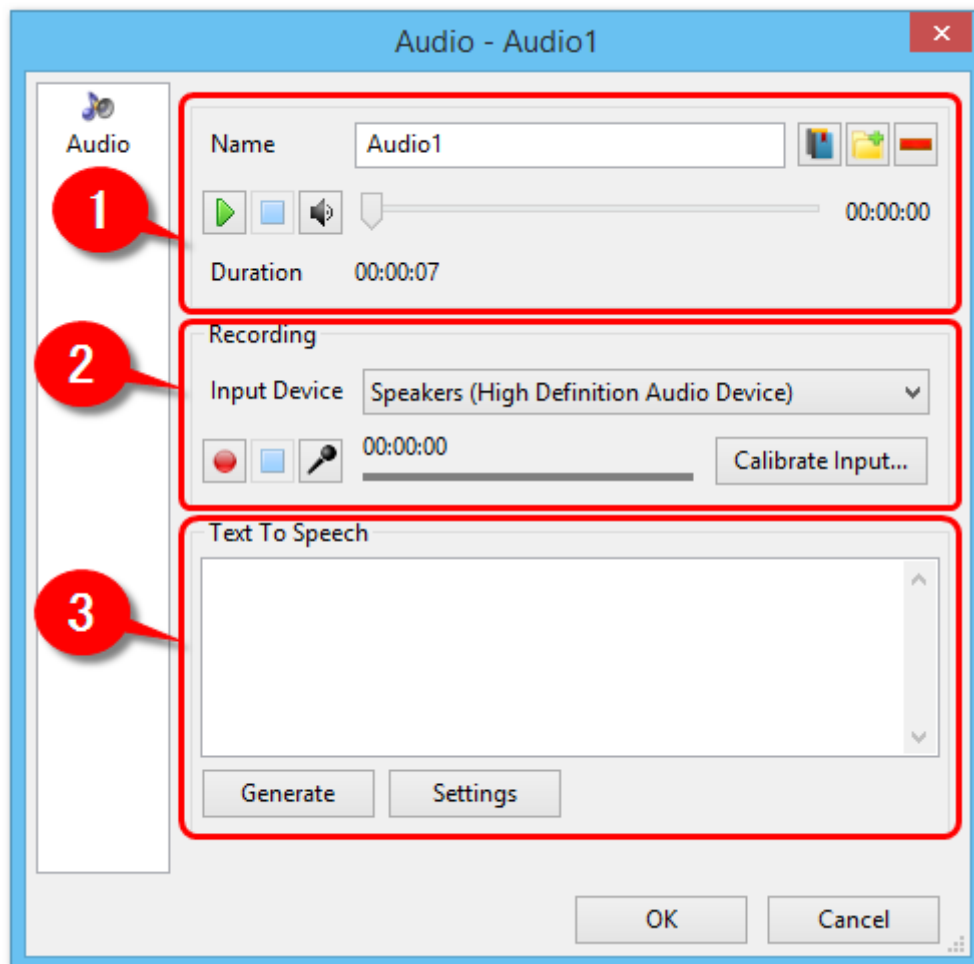
The controls work as follows:

1. This is the **general** section.

The **Name** box shows the name of the audio resource.

The ▮ and 📁 buttons add the audio resource from Library or disk, respectively.

The ▬ button removes the loaded resource.

The playback controls play this audio.

2. The **Recording** section offers a *third* alternative source for the audio.

Here, you can record your own audio track.

Select the **Input device** using the drop-down lists. (The list changes based on your hardware).

Now press the **Record** button 🔴 to capture the sound. Adjust the **Volume** control button 🖊 and adjust the recording volume. When done, press the **Stop** button 🟦.

- Optionally, you can calibrate the sound level before starting the recording, to make sure that the sound level is strong enough, but there is no distortion.

  To calibrate the sound level, click the **Calibrate Input...** button. The actual calibration is described **here**.

Now proceed with the recording as explained earlier.

3. This section provides the *fourth* alternative source of sound: A text to speech sound of the text that is entered in the box.

By default, ActivePresenter copies the text that is entered in the shape into this box. However, you can edit the text or enter your own text.

- To adjust the TTS settings, click on the **Settings** button.

  The following window pops up:
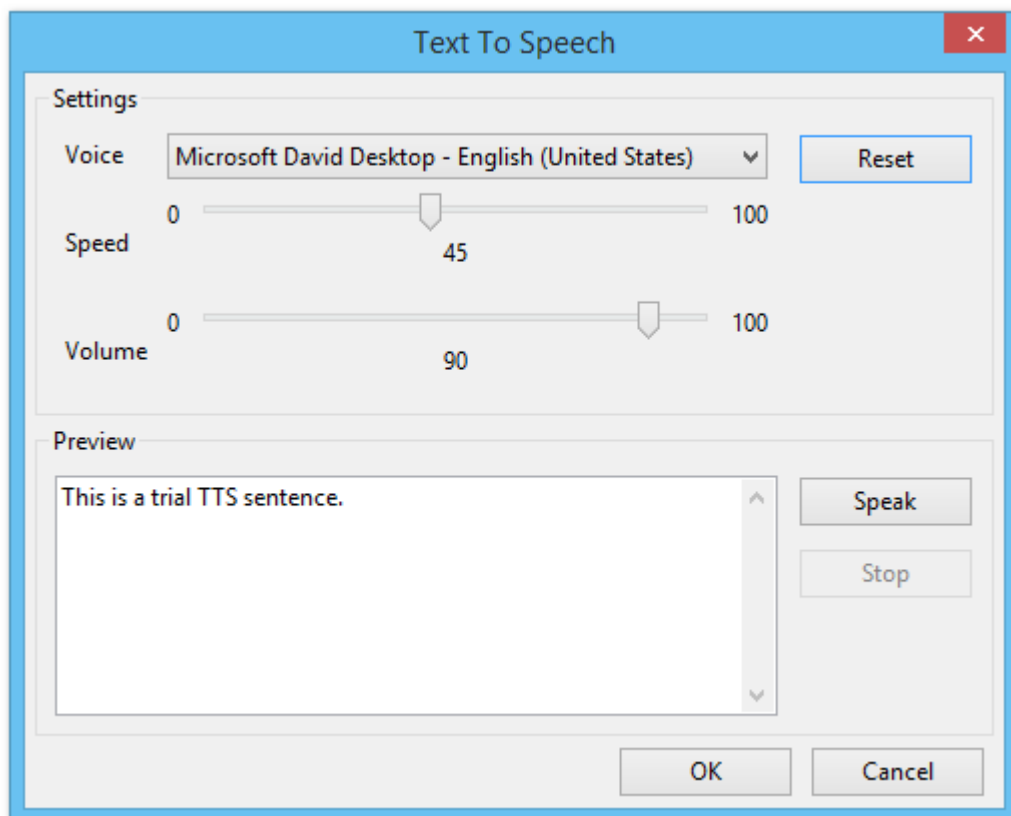
Select the TTS voice (all the installed voices are displayed in the drop-down list).

Adjust the speed and volume, and check out the overall effect by clicking on the **Speak** button. Repeat the cycle till you are happy, and then press the **OK** button to exit.

To generate the TTS audio, click the **Generate** button.

Using The Resources Pane

The **Resources Pane** provides you with the images, audio clips, video clips and object styles that are available in the Library and also in the current project.

There are two benefits of using resources from the Library:

1. ActivePresenter does not need a local copy of the resource: It simply links the object. As you use the resource in more and more projects, the total saving in storage area become significant.

2. If you use a resource directly from disk, ActivePresenter stores a local copy of it. If you use the same resource at multiple places within a project, ActivePresenter will not maintain a common copy of the object (it has no way to compare the incoming objects). As a result, the same object will be stored multiple times. On the other hand, if the object is used from the Library, all this storage area is freed.

The Resource pane has three tabs:

1. **Images**:   Provides Images from Library and current project.

2. **Audio & Video**: Provides audio clips and video clips from Library and current project.

3. **Styles**:   Provides default styles provided in ActivePresenter, and your own customized styles from the current project.

Let us see these tabs in more details.

The Images Tab
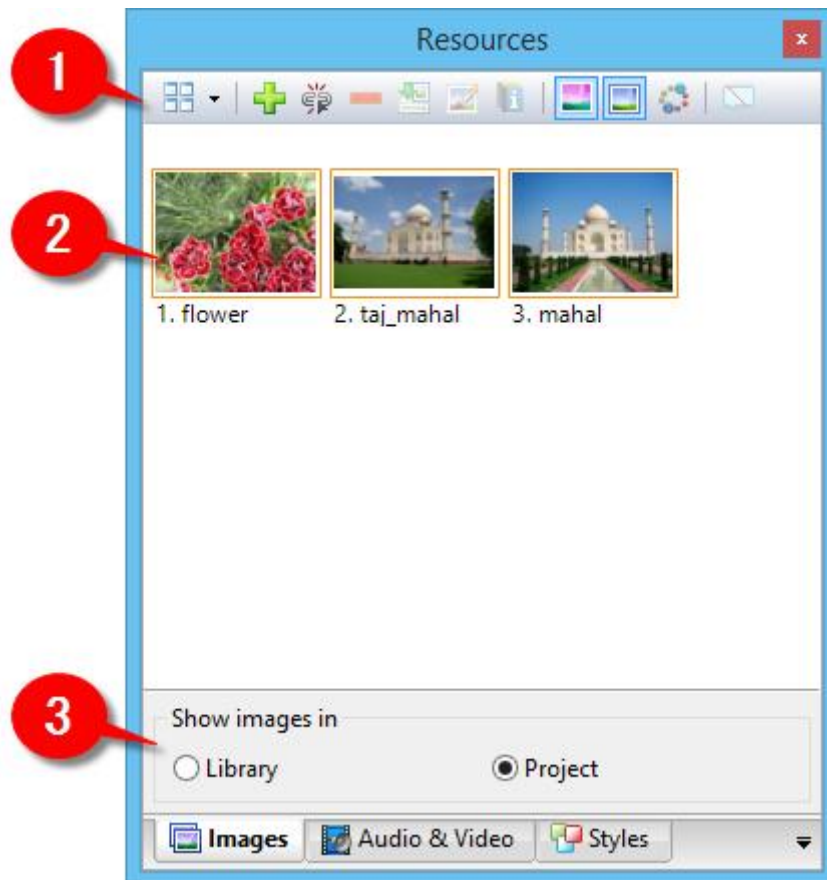
This tab has three sections (as marked above):

1. This is the **Toolbar** to manage image resources. The buttons work as follows:

Button	Function
	Selects to view resources either as thumbnails or as items.
	Adds an image from the computer (or LAN, etc.)
	Selects the resources that are unused in the current project.
	Removes the resource from the Library/Project storage area.
	Saves the image as a file.
	Launches the Image Editor and loads the image in it.
	This button triggers the **Image Resource Properties** dialog.

	Show/hide (toggle) the **Slide background** type of images (visual filter)
	Show/hide (toggle) the **Object background** type of images (visual filter)
	Show/hide (toggle) the **Cursor** type of images (visual filter)
	Show/hide (toggle) the deprecated images (balloons) in the Library (visual filter)

2. This section shows the resources (images). The currently selected image has a dark blue border around it.

You can drag any image from here into the slide.

3. You can choose between Library resources or Project resources.
   Keep in mind that initially a new project does not have any internal resources (till you add them).

The Audio & Video Tab
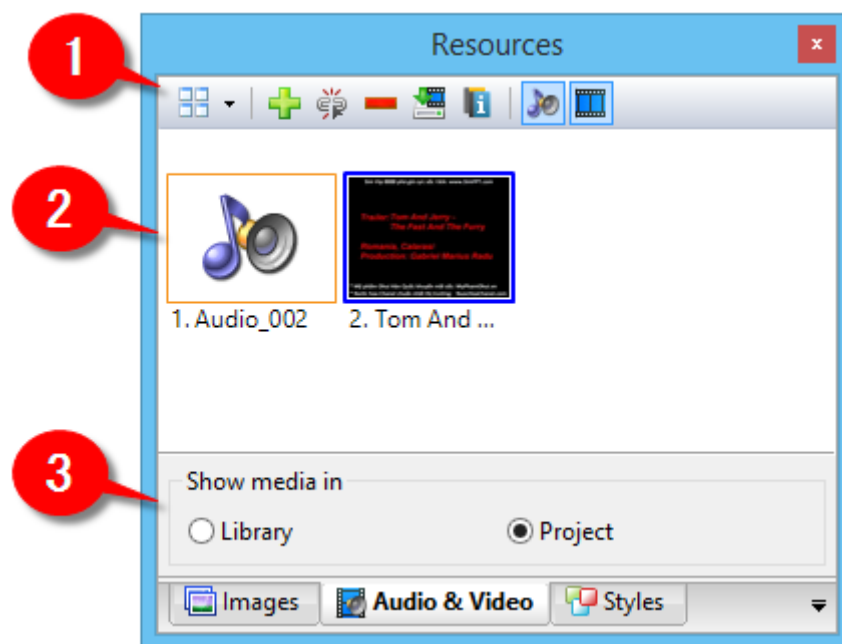
This tab has three sections (as marked above):

1. This is the Toolbar to manage the audio and video resources. The buttons work as follows:

Button	Function
	Selects to view resources either as thumbnails or as items.

	Adds an audio/video clip from the computer (or LAN, etc.)
	Selects the resources that are unused in the current project.
	Removes the resource from the Library/Project storage area.
	Exports (saves) the media as a file.
	This button triggers the Audio/Video Resource **Properties** dialog.
	Show/hide (toggle) the **Audio** type of media (visual filter)
	Show/hide (toggle) the **Video** type of media (visual filter)

2. This section shows the resources (audio and video clips). The currently selected resource has a dark blue border around it.

You can drag any resource from here into the slide.

3. You can choose between Library resources or Project resources.
    Keep in mind that initially a new project does not have any internal resources (till you add them).

The Style Tab
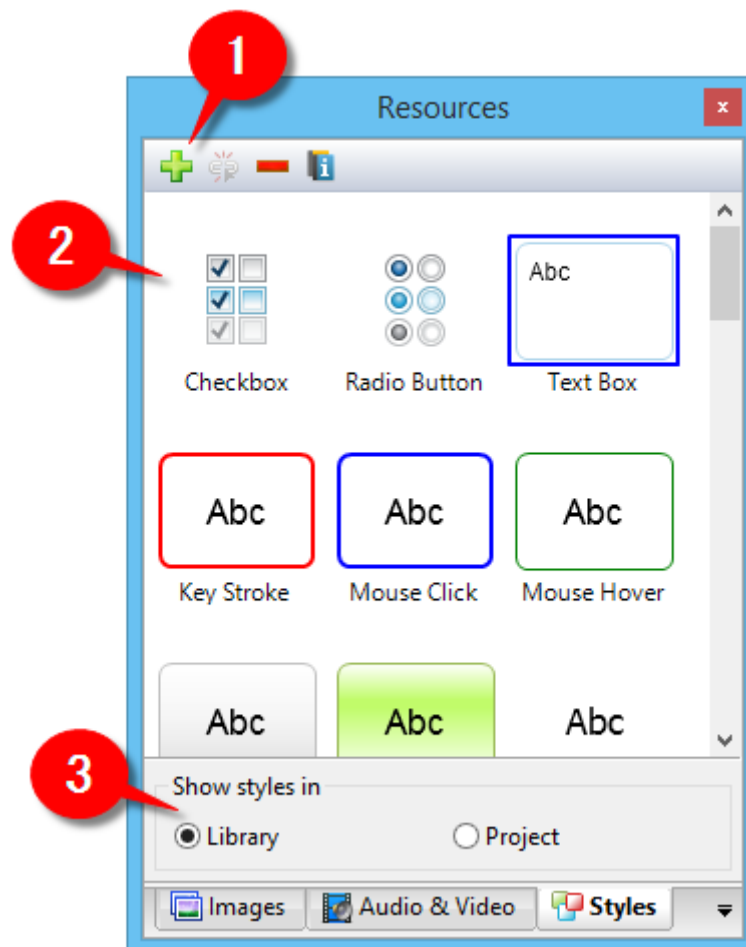
This tab has three sections (as marked above):

1. This is the Toolbar to manage the styles. The buttons work as follows:

Button	Function
➕	Launches the Style Editor to compose a new base style.
🔲	Selects the styles that are unused in the current project.
➖	Removes the selected style from the Library/Project storage area.
🛈	Launches the Style Editor to edit the selected style.

2. This section shows the styles. The currently selected style has a dark blue border around it.

You can drag any style from here into the slide. ActivePresenter creates a call out shape with the selected style.

For example, in the following screenshot, we have dragged the preset style used for Hint-type

messages into the slide. This action has created a call out with the *Hint* style.
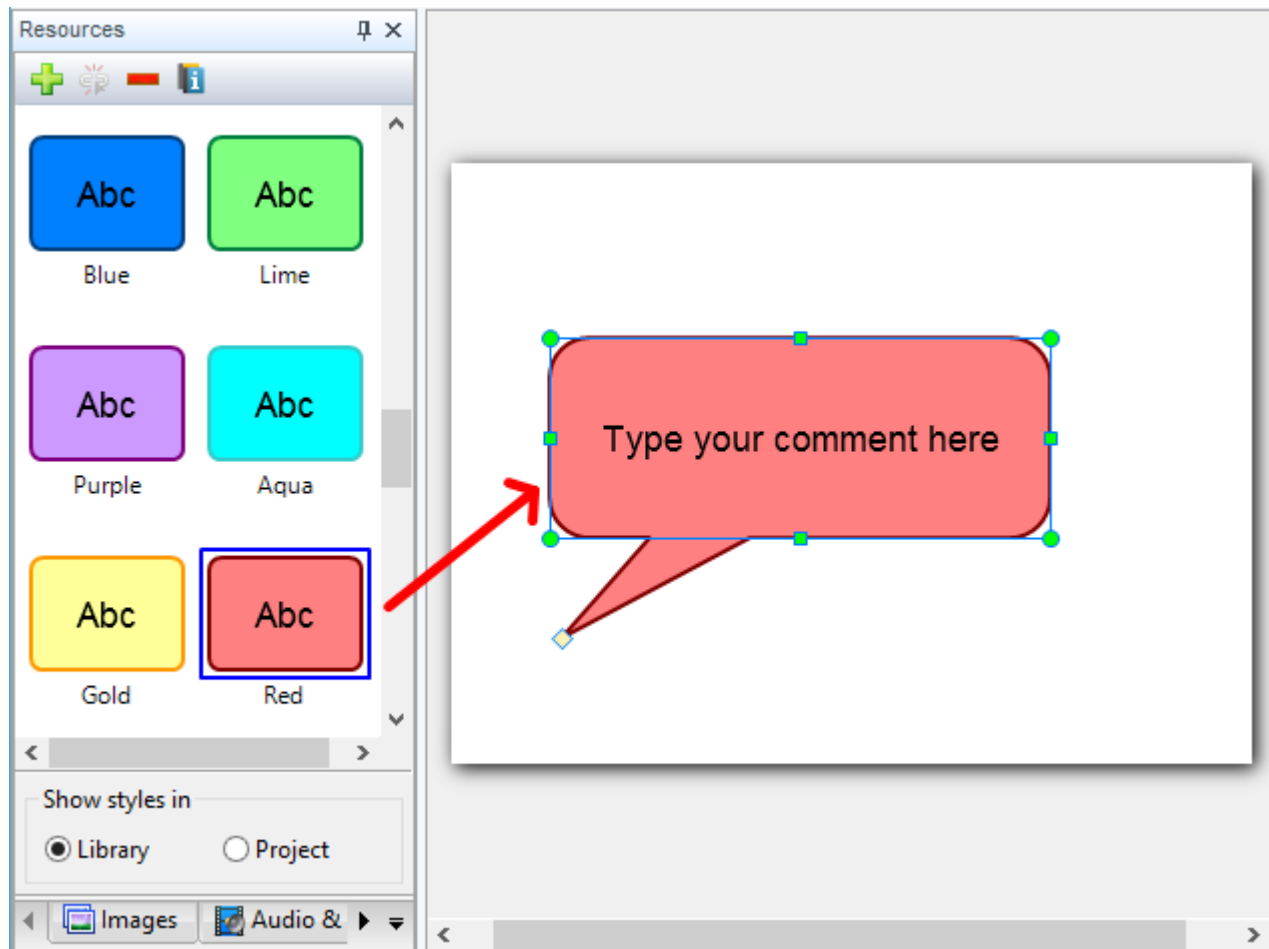
Now you can right-click on this call out and change it into any other shape. The new shape will retain the style.

3. You can choose between Library styles or Project styles.
   Keep in mind that initially a new project does not have any internal styles (till you add them).

Using The Timeline

The Timeline shows all objects in a given slide against time. It also allows you to preview the slide.

In addition, the following editing tasks are possible in the Timeline pane:

1. Edit the timings (start-point and/or end-point) of the objects.

2. Split any audio/video objects at the desired instant.

3. Join selected audio/video objects

4. Split the slide into two at the desired instant.

5. Play the slide and record your commentary in real time.
   (You can also use this feature to dub your presentation in different languages)

6. Adjust the relative volume of audio/video objects in the selected range of time

7. Freeze (pause) a video object for desired time while the other objects are played out normally

A screenshot of the Timeline pane is shown below.
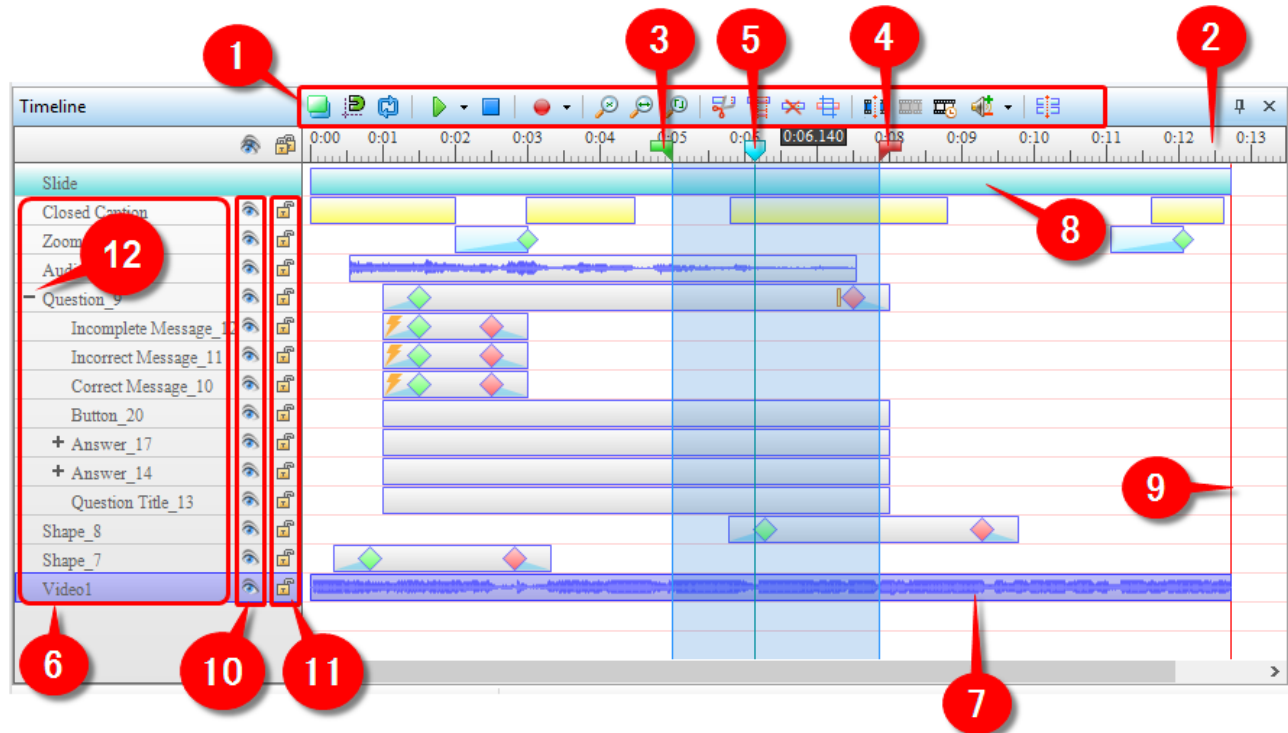
The various parts work as follows:

1. The **Toolbar** contains controls to play and edit the objects in the slide. We will see its functions **later**.

2. The **Time Ruler** shows the time axis in *mm:ss* format.
   (For duration longer than 1 hour, the display changes to *hh:mm:ss* format.)

The time axis starts with 0. This is the instant when the slide starts playing.

3. This is the **Start marker**.

4. This is the **End marker**.

The slice of Timeline between the **start marker** (3) and the **end marker** (4) is known as "*selected range*" (often called just *"range"*). It is shown darkened in the Timeline pane.

A range has two main purposes:

- ◦ You can check out a range by playing the contents repeatedly and making small adjustments till things become perfect.

- ◦ **Range-Editing functions** like *cut range*, *copy range*, *delete range*, and *crop to range* work only when a range is defined first.

5. This is the **playhead** (the position at which ActivePresenter will play the slide). Notice that a vertical line runs across the pane.

By default, the **Timeline** pane does not display the **start marker** (3), the **end marker** (4) or the **playhead** (5). To create them, click anywhere on the **Ruler** (2). ActivePresenter creates all three at the same spot on the **Ruler**.
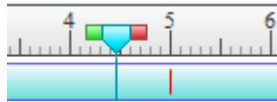
Now drag the markers to any desired position to set the range.

You can click on the playhead and drag it horizontally to play the slide at different moments. This is called "*scrubbing the Timeline*". It gives you an instant rough idea about how the slide will play at normal speed.

> 6. This area lists all the objects on the current slide according to their **z-order**.

For example, if you add a new object to the **Canvas** pane, it is always placed on top of the pile. Therefore, in **Timeline** pane also, it is placed at the top of the list.

If you change the z-order of any object in the **Canvas** pane, that change is instantly reflected in the **Timeline** pane.

> 7. This is the **Time bar** of an object. (Think of this as a lifeline for the object: The object is active only for the duration of this bar.) We will see how to use the Time Bars **later**.
>
> 8. This is the **Time bar** for the entire slide.

By default, is end is automatically synchronized with the last element in the slide. (In our example, Question5 is the last element. If you extend its bar, the slide's bar also extends automatically.)

However, you *can* stretch this bar. During the stretched portion of the Time bar, the canvas will display only the slide background color, and/or the slide **background** image (if any).

> 9. This is the **end-time for the slide**.

The slide will end at this instant, and the next slide (if any) will start its entry transition.

> 10. The **Visibility button** controls whether to display the element in the **Canvas** pane. Click on it to toggle its state (a closed eye ⌣ means the element becomes invisible.)

The best use of this control is to turn an element off to edit the overlapped element easier.

Note that this control is applicable only during editing; not during playback.
It also does not affect the output when exporting: The elements which are hidden by this button will still display normally in the exported materials.

The 🕮 button at the top of the column is the **Master Visibility Button**: It toggles the visibility of all elements at once.

> 11. The **Lock button** controls whether you can edit the element.

Click on this control to toggle its state.

A closed lock 🔒 means that the element is *"locked":* You cannot edit this element. In fact, you cannot select its shape in the **Canvas** pane or its Time Bar in the **Timeline** pane.

The 🔒 button at the top of the column is the **Master Lock Button**: It toggles the lock status of all elements at once.

> 12. The **Expand/Collapse button** only available for element which contains the sub-elements controls whether to display the sub-elements of this element.

The Toolbar In Timeline

The toolbar provides most of the functions in the Timeline.

| Button	Shortcut	Function
		Toggles between **Current slide** and **All slides** view. The **All slides** display mode shows all slides on the Timeline. This mode is useful to see the objects that span across multiple slides.
		If this is selected, the dragged object snaps to the features of other objects and also to certain parts of the Timeline pane. See **Snapping in Timeline** for more details.
		If this is selected, the range will be played endlessly (in a loop). When the playhead reaches the end of the range, it will return to the beginning and continue playing.
	Space Bar	Plays the slide once, starting from the current position of the playhead. At the end of the play, the playhead returns to the Start marker of the range. While the selection is being played, the button turns to **Pause** . When you click this button, the play pauses, and the button turns to **Resume** . The playhead stays at its current position. Clicking on the **Resume** button starts the play from the Playhead's current position, and the button turns to **Pause** again. After this, successive clicks on the button toggles it between **Pause** and **Resume** . **Tip:** Instead of clicking these buttons, it is far easier to simply press the **Space Bar** to play/pause/resume. If you click the drop-down arrow of this tool, a menu will show up with two options: • **Preview all**: Select this option to preview from the first slide to the last slide in the project which similar to viewing the video output. • **Preview from current slide**: This option is similar to **Preview all,** except the preview will start from the current slide.
		If you click this button while the Timeline is playing, ActivePresenter stops playing, and the playhead stays at its current position.

Button	Shortcut	Function
		• If you click this button when the Timeline is *not* playing, then ActivePresenter removes the selection markers (3 and 4). In other words, use this button to clear the selection range.
🔴		Records your voice even as you play the slide simultaneously. This allows you to watch the slide's playback, and time your voice perfectly with the action on the screen. To stop recording, press the Stop 🔵 button. This also allows you to dub your slide in another language. **Tip:** To synchronize your voice-over perfectly, press the button to select the *loop* mode. Play the range repeatedly for a few times and practice speaking in perfect sync. Once your timing is right, start recording.
🔍		Zooms out. Use this to see the duration for the entire slide.
🔍		Zooms in. Click this button to expand the time scale and see more details.
🔍		Zoom all. Click this button to automatically adjust the zoom factor to fit the entire slide's duration in the available pane width.
✂	CTRL+SHIFT+X	Cuts the range, and places it in the clipboard. • The slide duration is shrunk by the duration of the range. • If the Time Bar of any object extends on both sides of the range, the remainder parts on both sides of the range are joined (spliced together). This command is activated only when a range is defined. The range-edit commands are explained in more details **here**.
📋	CTRL+SHIFT+C	Copies the range into clipboard. The original contents of the slide are not affected. This command is activated only when a range is defined. The range-edit commands are explained in more details **here**.
✖	CTRL+Del	Deletes the range. Nothing is placed in clipboard (compare with the **Cut** command). This command is activated only when a range is defined. The range-edit commands are explained in more details **here**.

Button	Shortcut	Function
	SHIFT+Del	Crop to range: Everything in the slide is deleted *except* the content that falls within the range. After this command is executed, the duration of the slide is reduced to the range. This command is activated only when a range is defined. The range-edit commands are explained in more details **here**.
		Splits the selected audio/video object at the Playhead position. • The Timeline shows the latter part as a new object, which is added to the top of the object pile. • The split parts are treated as new **Project-level resources** (which appear in the **Resources** pane), and can be further used in other slides within the project. • In case audio object, each split part is shown with a separate icon in the Canvas pane. However, all these icons are stacked together, so you cannot tell them apart. Only when you drag them apart can you see them individually.
		Joins the selected audio objects (or video objects). This command is explained **later**.
		Inserts a **Freeze-frame control** in the selected audio/video track. • A **Freeze-frame control** does not have its own track: It is always superimposed on an audio/video object's time bar. For details, refer to the **Objects** appendix.
		Adjusts the relative volume of the selected audio/video track in the selected range, as explained **here**.

Button	Shortcut	Function
		Splits the slide at the Playhead position.
		The slide is sliced vertically at the playhead position, and a new slide is created from the second part. This newly created slide is inserted immediately after the current slide.
		• Any content in the slide that is in the right side of the playhead position is transferred to the second (new) slide.
		• If the playhead position lies in the middle of a time bar of an object, that time bar is split at the playhead position, and the latter part is transferred to the second (new) slide.

The Time Bar

The time bar of an object represents its existence along the time axis.
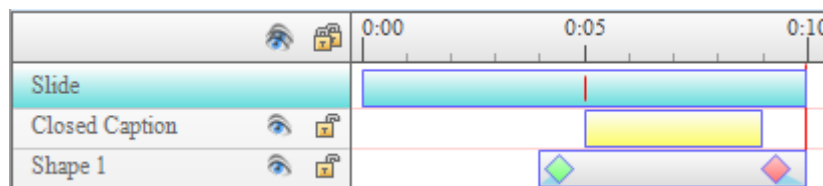
For example, the screenshot above shows that **Shape 1** will appear on the canvas at 4th second after the current slide starts playing. It will be displayed till the 10th second (which happens to be till the end of the slide). On the other hand, the **closed captions** (the first object in the list) appears for just four seconds and vanishes.

The length of a Time Bar represents the *duration* of the corresponding element.

• The **background** image is an exception: It has no Time Bar in the Timeline view, because it remains unchanged – You cannot vary its properties over time.

Position Of A Drag-n-Dropped Resource

When you drag-and-drop an audio/video/image file inside the Canvas pane, its time bar will start at the Playhead position. Therefore, place the Playhead properly *before* such drag-n-drop operations.

• Even if you had forgotten to do this, don't worry: Simply drag the time bar of the object to its desired position in the Timeline.

Changing The Timing/Duration Of An Object

You can change the timing and duration of any element:

• Moving just one end of a Time Bar changes the duration of that object.

  ◦ To change the *start* moment, move the left-side edge of the bar horizontally by clicking on it and dragging the mouse.

  ◦ To change the *end* moment, move the right-side edge of the bar horizontally by clicking

on it and dragging the mouse.

- You cannot change the duration of audio/video clips, because their duration depends on the content.

- To shift an element on the time scale *without* changing its duration, click anywhere in the middle of its Time Bar and drag horizontally. The entire Time Bar moves along the time axis. Drop it wherever required.

- You can also shift multiple elements simultaneously in such a way that their *relative* timing remains undisturbed. To do this, first select multiple elements, and then drag the entire group horizontally.

To make a group of objects, press CTRL and then go on clicking on the objects' names (6) or Time Bars (7).

To select contiguous objects, first click on the first object, and then SHIFT+Click on the last object to be selected. All the objects between these two objects will be selected.

To deselect any object from the group, press CTRL and click on that object.

- While you drag a border, ActivePresenter provides precise timing information (in milliseconds).
  - ◦ For the start edge, it shows the start time.
  - ◦ For the end edge, it shows the end time (on the Ruler) and the duration of the time bar (next to the bar), as shown below.

You can use either value to drag the edge.

Using The Markers On Time Bar

The Time Bars of all objects contain some markers and annotation, which are useful for specific purposes:

|	
	Transition effects
	You can use the **Properties pane** to add transition effects to an object's entrance/exit. These effects are visually shown with diamonds in Time Bars of the object.
	• The green diamond shows the *Entrance* transition effect. The effect starts at the starting-point of the object (i.e., the left edge of the Time Bar), and ends at the diamond.
	• The red diamond shows the *Exit* transition effect. The effect starts at the diamond and ends at the end-point of the object (i.e., the right edge of the Time Bar).
	The light blue shaded ramps at both ends signify that the object is undergoing the transition effect during this time. (The "pure" object can be seen only between the two diamonds).

You can drag both diamonds in the Timeline to adjust the durations of the transitions.

ActivePresenter shows precise timing information and other information about the marker, as shown below:
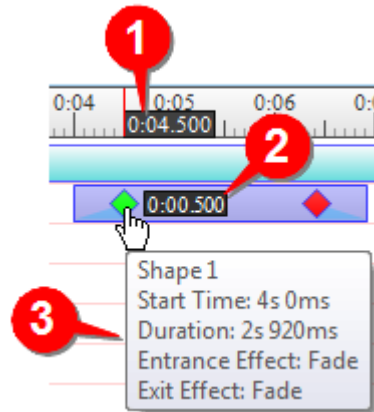
In this example-

1. Is the position (mm:ss, with a resolution of 1 millisecond) of the green diamond (end of the entrance effect)

2. Is the gap between the start edge and the green diamond (mm:ss, with a resolution of 1 millisecond)
    This means the entrance effect will last for 500 ms (½ second)

3. Is the tooltip that shows the overview of the shape it belongs to. You can easily see that this is Shape 1, which starts at 4s from the start of the slide. It has a duration of 2.920 seconds. It has entrance and exit effects, and both are set to "fade" (fade in, fade out).

You can also change the durations in the **Properties pane**.

To remove the effect, click on the diamond and drag it downward out of the Time Bar. Keep dragging till the diamond turns gray, and then release the LMB. The effect will be removed.

Audio

ActivePresenter displays the audio waveform on the time bars of all audio/video objects, to alert you that the object has an audio attached to it, and therefore you should be careful in placing another audio during the same period.

- If multiple audios are inserted during the same time, you have to make sure that they do not interfere. For example, one speech and one background music go well together; but not two speech tracks.

- The *relative* volume of these tracks is important (The volume of the background music must be much below the volume of the speech.)

In the following screenshot, the audio in stretch 1-2 is completely muted, while the volume is only lowered in the 3-4 stretch.

As a general rule, in any given stretch of time, only one audio track should be dominant, and the others should be lowered/silenced.

You can change the heights of time bars which contain audio by right-clicking the **Timeline** and selecting an option in the **Waveform Bar Height** menu as shown in below screenshot:
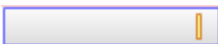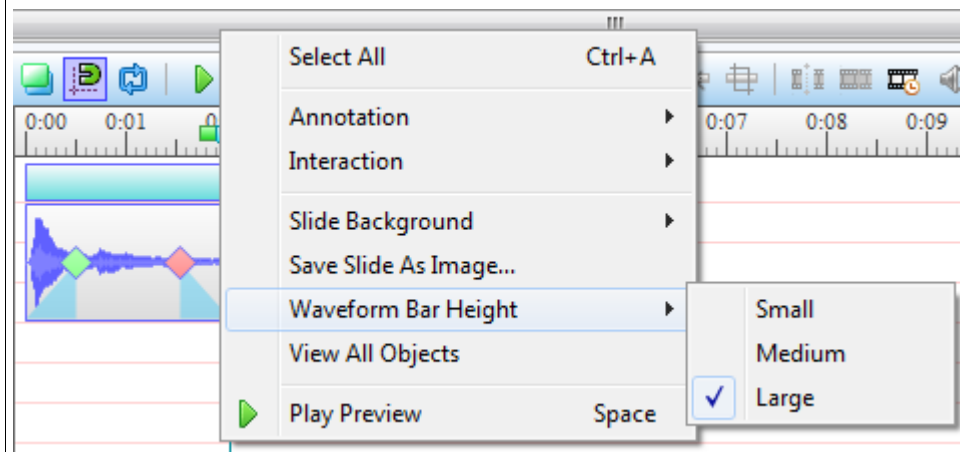
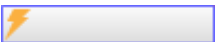|	
	Pause The orange stripe shows the pause mark. When the Playhead reaches this marker, the presentation will pause and wait for the user input. A pause mark can be seen in the Time Bars of **Interaction-type objects** only. The placement of this mark is decided by the time you set in the **Settings** tab of the **Event Editor** to pause the presentation. (You cannot drag this mark in the Timeline to change its timing.) Note that the length of the Time Bar *after* the pause mark is only nominal, because you cannot predict how long the user will wait before responding. Therefore the longer the actual pause, the longer the Time Bar actually gets.
	Freeze-frame The Freeze-frame control is superimposed on the time bar of an audio/video object. • In case of a video object, the yellow diamond shows the onset of frame freeze in case of a video object, and the yellow band shows the duration of the pause (during which the last frozen frame will be displayed). • In case of an audio object, the yellow diamond shows the onset of

silence; and the yellow band shows the duration of the silence.

For details, Refer to the **Objects** appendix.

Object started by event

The glance sign indicates that the object is shown if an event happens. For example, the object is selected to show in the list of actions in **On Correct** tab of **Event Editor**.

The duration of slide does not include the durations of objects which are started by events so the timer bars of these objects can be extended outside the length of slide's timer bar (the area on the left of the red vertical line in **Timeline**).

Snapping In Timeline

Often you need to align different objects precisely. ActivePresenter facilitates this by providing a snap mode. Click on the button or the **View > Snapping > Timeline snapping** menu option to toggle the snap mode on/off.

When the snap mode is on, you can temporarily disable the snapping by pressing CTRL as you drag the element.

When the snap mode is on, as soon as a moving "snappable" element comes in the vicinity of another "snappable" element, it will make a tiny jump to match the time stamp of the other element.

- Note that this "other" element may be anywhere in the Timeline pane: Right from the Ruler to the lowest object's time bar. (The vertical separation between the elements does not matter at all.)

- Also note that we may not be dragging the "snappable" element itself. For example, when we drag a time bar of an object, all the "snappable" elements in the bar are moving simultaneously. Any of these elements can snap to another snappable element.

The snap mode applies to the following elements:

- **In Ruler area**: Playhead, start marker of the range, end marker of the range

- **In the Time Bars of objects**: Starting edge, ending edge, all **markers** inside the bar

- **Others**: beginning of slide, slide's duration as entered in the **Properties** pane, actual end of slide.

When a snapping takes place, ActivePresenter shows an orange vertical line at that point of time, to draw your attention. Now it is up to you whether to drop the dragged element there or keep dragging.

This helps us to synchronize the dragged element precisely with some other element in the Timeline.

The following experiment shows what happens when I drag the object's time bar from right to left..

Figure 1 highlights all elements that are snappable (The red marker in the slide's time bar marks the original duration of the slide, and it is a snappable element too. However, the slide's actual duration appears to extend beyond this red marker, because as soon as I dragged the object's time bar to the right for this experiment, ActivePresenter automatically extended the slide's duration to accommodate this object.)

In the subsequent figures, different elements snap together, as shown with an orange vertical line. The object's time bar gives little jumps at these points. If you release the LMB, it will lock there.
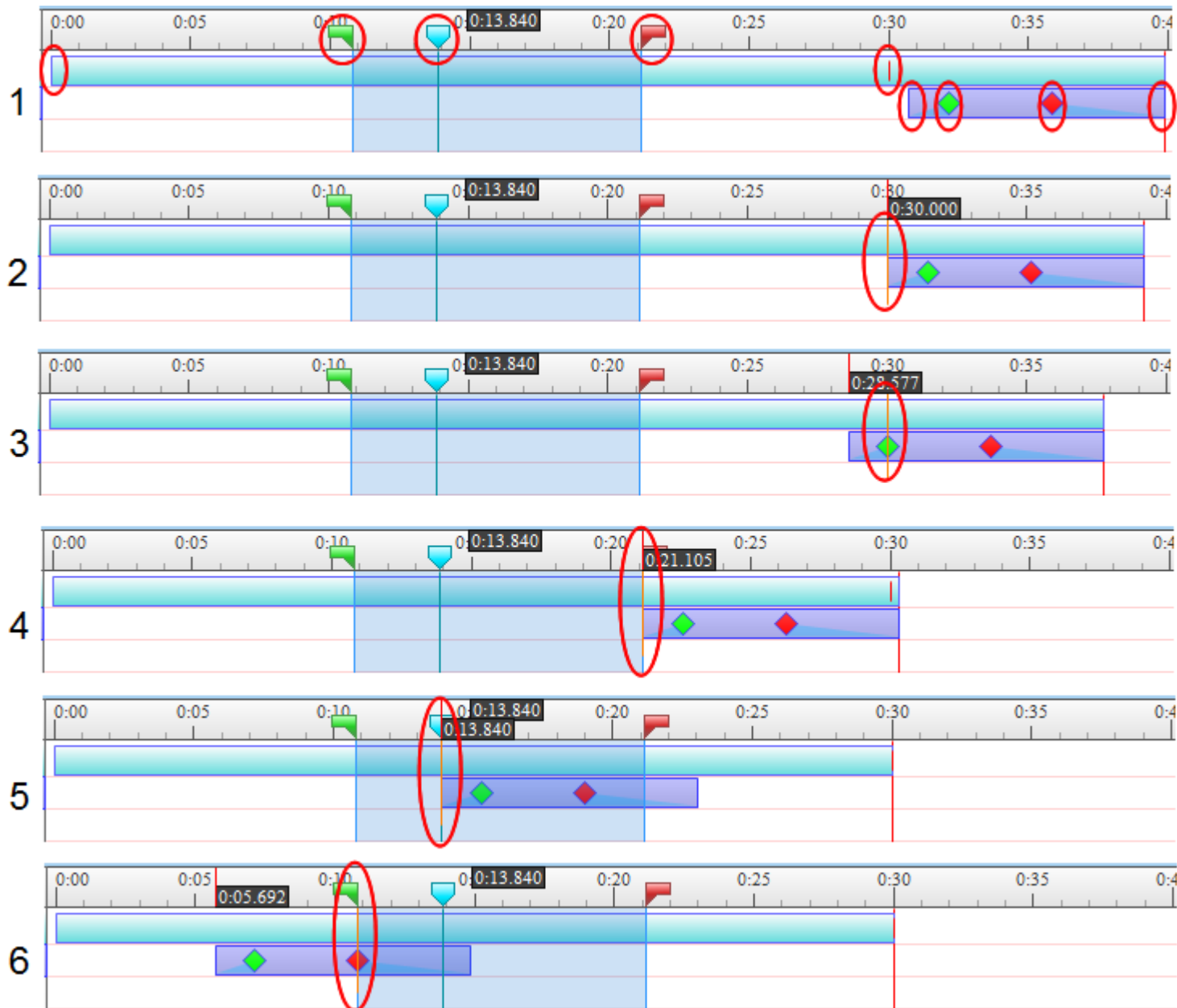
Using The Range-Edit Commands

The Timeline pane has four Range-edit commands that work only when a range is defined first.

Let us understand their working with a few examples, in which we will use each command in two different circumstances: (a) when none of the objects are selected, and (b) when some objects are selected.
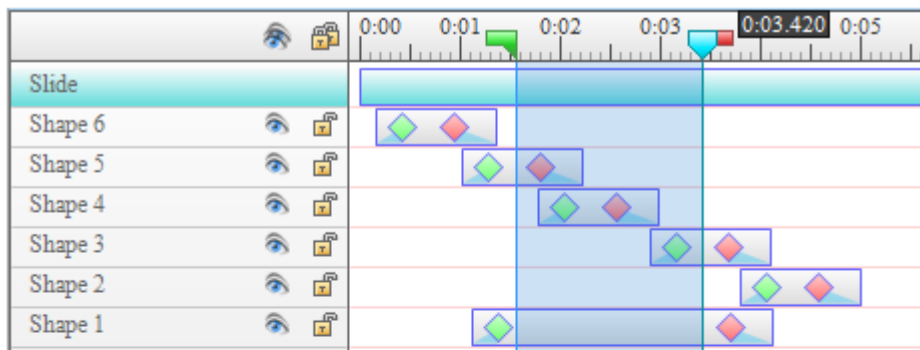
Each set has three screenshots: (1) The original objects, (2) result when none of the objects are

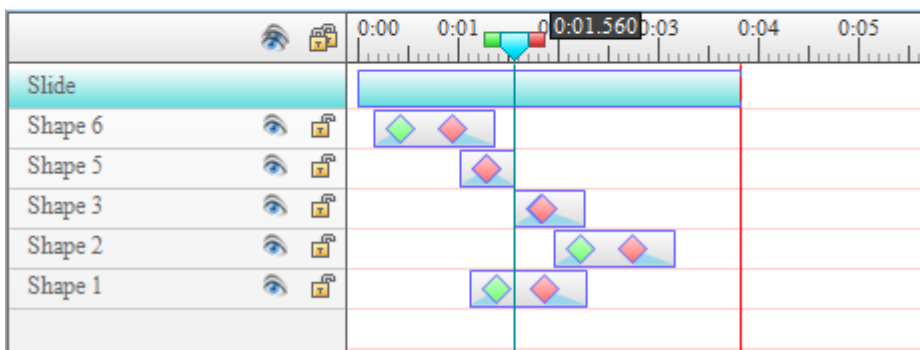selected, and (3) result when some objects are selected.

The Cut Command

The Cut command places the cut contents on the clipboard. You can paste that content in a new slide.

The following example shows the effect of the Cut command when no objects are selected in the slide.

Original

The original slide

Cut / Delete - No objects selected
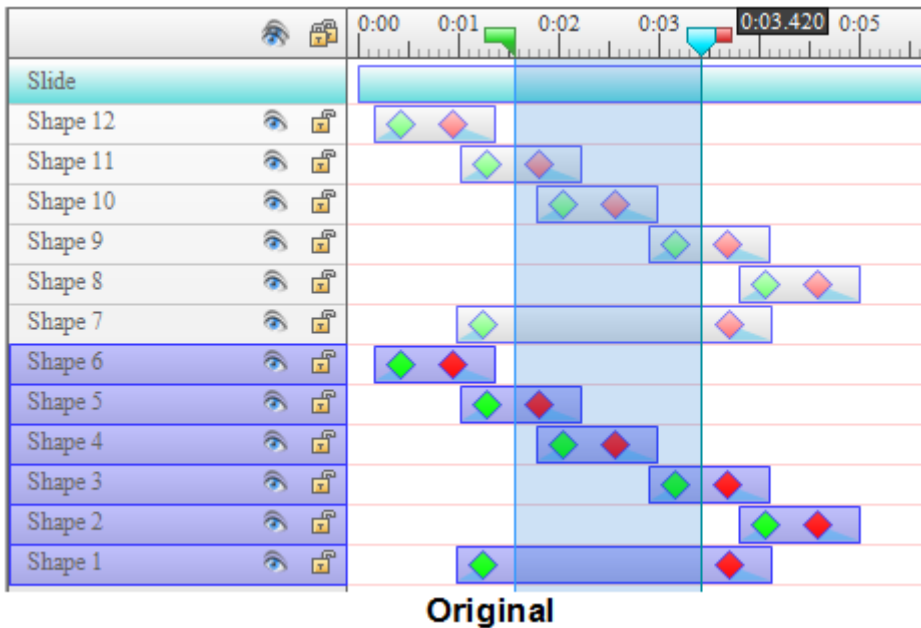
No object selected:

The slide and all objects are edited. The entire slice of the range (with the parts of objects enclosed in it) is cut away.

Thus the slide duration is reduced by the duration of the range.

If an object spans on both sides of the range, its remaining parts are joined. (e.g. Shape 1).

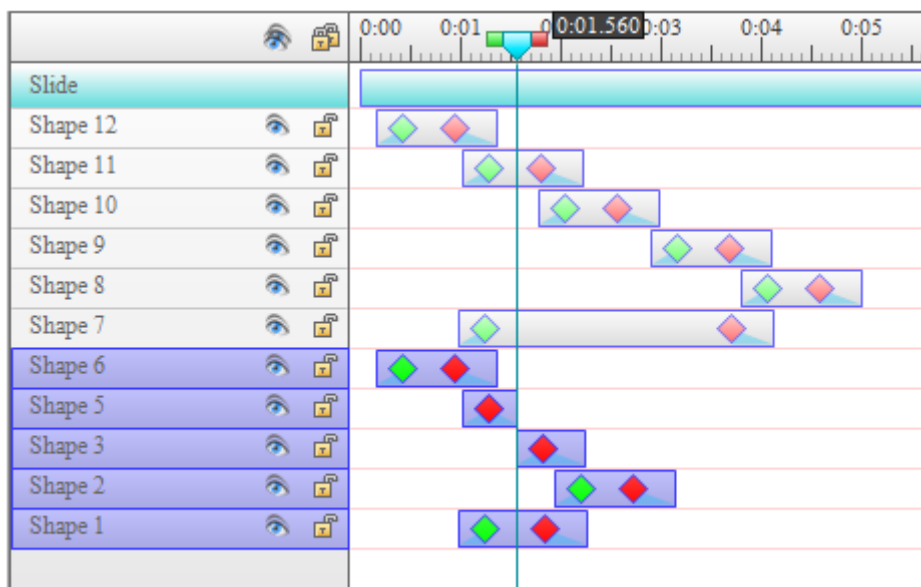Shape 4 was deleted, because it was completely inside the range.

When some objects in the slides are selected, the command behaves differently, as shown with the following example.

Original

The original slide.

Here, we have two identical sets of objects (1-6; 7-12).

Only one of the two sets is selected to show the difference.

Cut / Delete - Only some objects selected

At least one object selected:

Only the selected objects are edited. The slide itself and unselected objects (7-12) are not affected at all.

For the selected objects only: The range is folded up and then removed. Any object parts that lie in the range are deleted (e.g. Object 5 and 3. Also, shape 4 was deleted, because it was completely inside the range.)

Objects/parts that follow the range are shifted to the left by the duration of the range (e.g. Objects 3,2,1).

If a selected object spans on both sides of the range, its remaining parts are joined (e.g. Shape 1).

The Delete Command

The Delete command works just like the **Cut command**, except for one difference: The *Cut* command places the cut contents on the clipboard; whereas the *Delete* command does not.
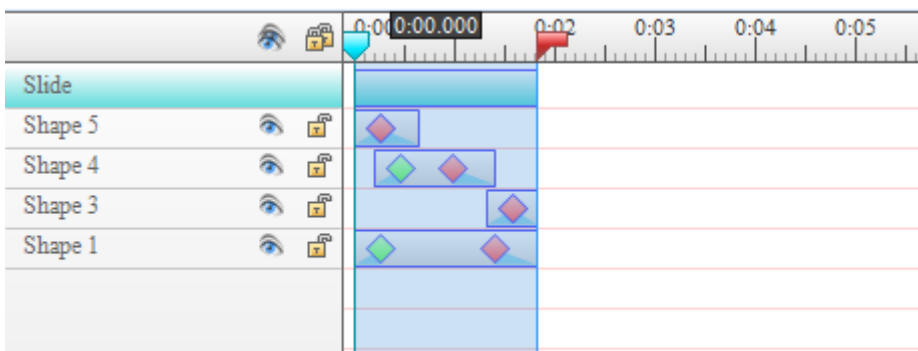
The Crop Command

The crop command simply deletes everything other than what is there in the range.
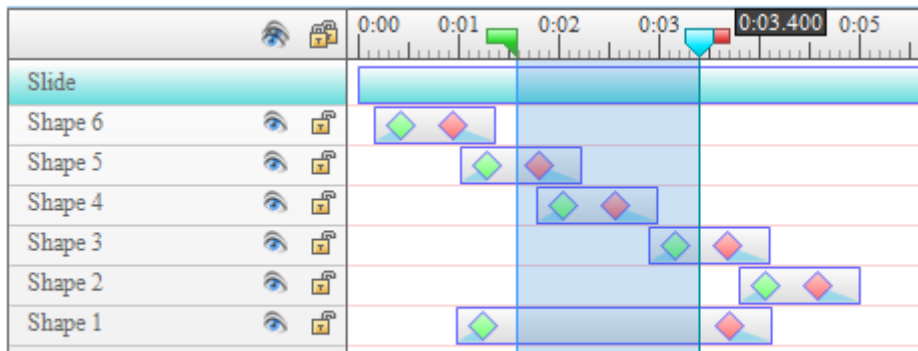
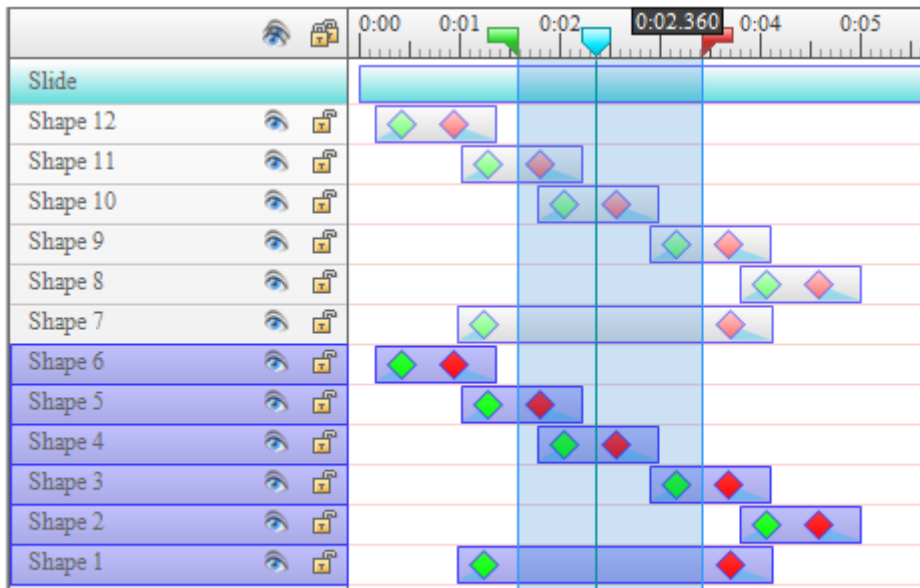Original

The original slide.

Crop - No objects selected

No object selected:

Only the contents of the range are retained, and the rest is deleted. Thus the slide duration is reduced to the duration of the range.

If any object does not have any part inside range, it is dropped. (e.g. Shapes 6, 2).

When some objects in the slides are selected, the command behaves differently, as shown with the following example.
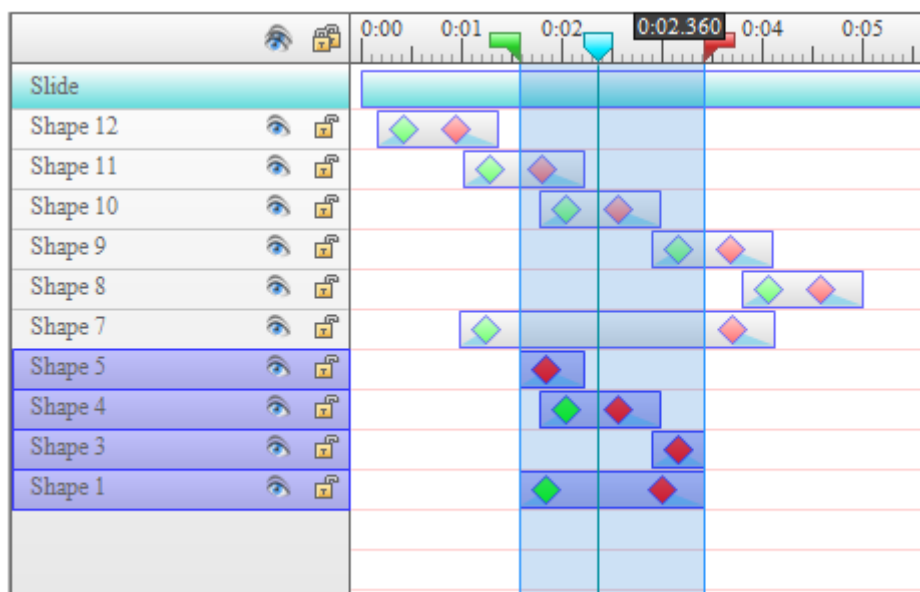

Original

The original slide.

Here, we have two identical sets of objects (1-6; 7-12).

Only one of the two sets is selected to show the difference.

Crop - Some objects selected

At least one object selected:

Only the selected objects are edited. The slide itself and unselected objects (7-12) are not affected at all.

Those parts of the selected objects that lie inside the range are retained.

If any selected object does not have any part inside range, it is deleted entirely from the slide. (e.g. Shapes 6, 2).
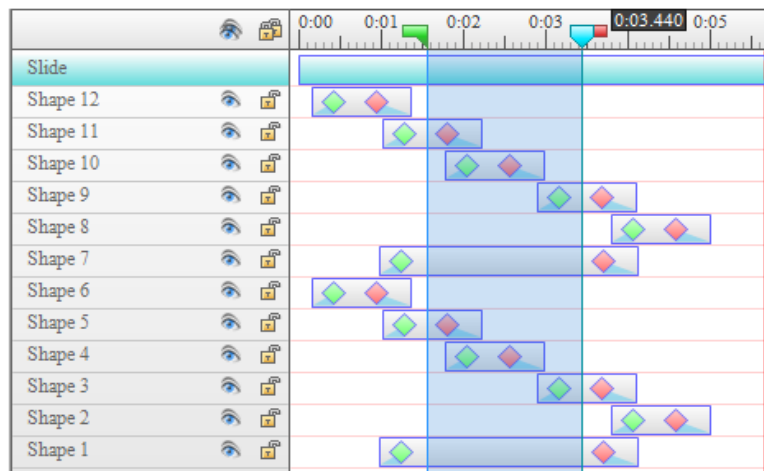
The Copy Command

The **Copy** command copies those parts of objects that fall inside the range, and puts them on clipboard.
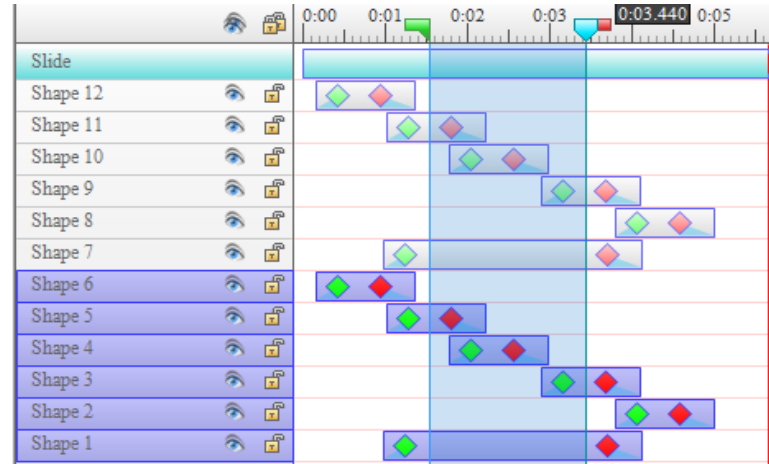
- If no objects are selected, the Copy command checks *all* objects in the slide.

- If any objects are selected in the slide, the Copy command checks only these selected objects.

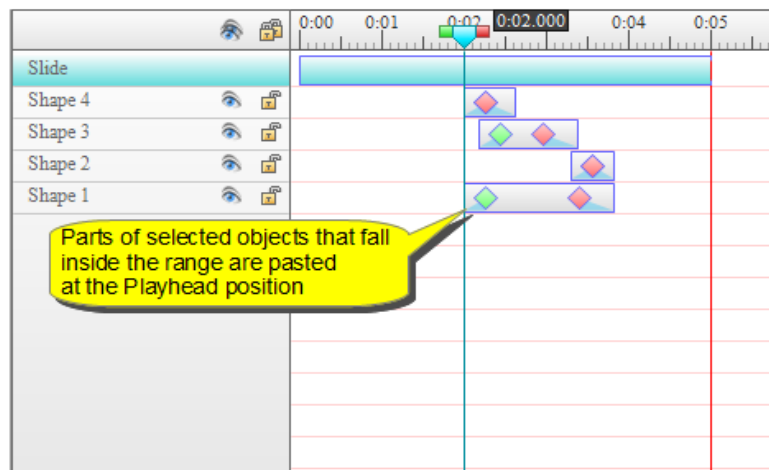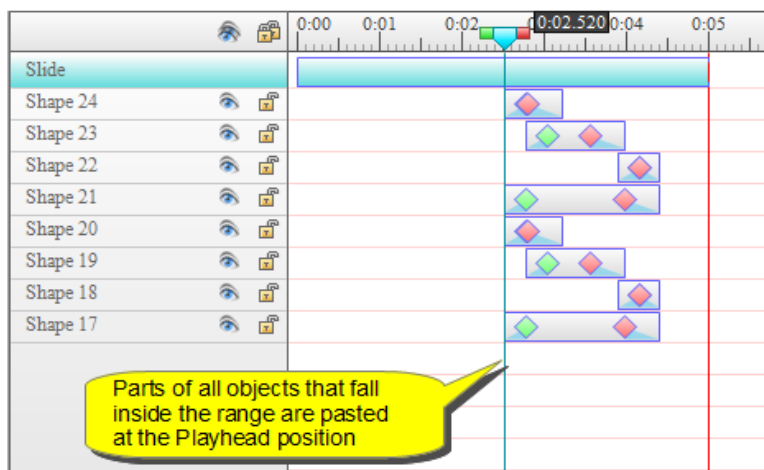If any object does not have any part inside the range, it is not copied.

The following diagram illustrates these conditions.

No objects selected

Some objects selected

Parts of all objects that fall inside the range are pasted at the Playhead position

Parts of selected objects that fall inside the range are pasted at the Playhead position

Note that the lower figures show fresh slides into which the clipboard contents are pasted.

Just imagine that a slice is taken out of the original slide, and placed at Playhead position in another slide.

- If no objects are selected in the source slide, ActivePresenter will slice through all objects.

- If some objects are selected, ActivePresenter will slice through only these selected objects. Obviously, if any object has no content inside the slice, it won't be pasted.

Using The Join Command

The **Join** command ⬛⬛ joins the selected objects (either audio or video).

You can join an audio object with other audio objects; and a video object with other video objects. You cannot join an audio object with a video object.

When you select audio/video for joining, here's how ActivePresenter handles the job:

1. In the background, ActivePresenter maintains four separate lists of selected audio/video objects:

      a. Selected audio objects in current slide,

      b. Selected video objects in current slide,

      c. Selected audio objects that show over multiple slides,

      d. Selected video objects that show over multiple slides.

2. Within each list, ActivePresenter sorts the objects by their Start Time in ascending order.

   ◦ If two or more objects (in each list) have the same Start Time, ActivePresenter sorts them by their Z-Index in ascending order (i.e. bottom-up order in Timeline).

3. For each list that contains at least two objects, ActivePresenter joins the objects in the order of their sorting.

4. The combined track is assigned to the first object in the list.
   All the other objects in the list are deleted.

5. If any of the tracks has effects applied to it (e.g. freeze frame, silence, volume change), they are burned in before joining it with the other resources.

6. If the source audio/video resource is logical (that is, created by any of the following operations: Cut, Crop, Delete, Paste, Join, Split, Insert Freeze-Frame/Silence, or Adjust Volume) and not used by any object, it will be deleted from the Resource pane. If it is a physical resource, or is used by any object, it still shows in the Resource Pane.

   In addition, the newly joined track also is added to the Resource Pane.

7. The original audio/video objects may not have identical properties (e.g. height, width, aspect ratio, resolution, fps, bit rate). ActivePresenter solves this problem by using all parameters of the first resource for its output.

   Within a project, the resources are joined only virtually: The actual joining of the objects takes place only when the presentation is exported (rendered), at which time ActivePresenter converts all objects from their respective formats into the desired format and joins them directly.

Using The Adjust Volume Control

If the slide has multiple concurrent audio tracks, you will have to ensure that only one of those tracks is dominant at any time, and the other tracks are either muted or with lowered volumes. This balance keeps changing: In other parts of the slide, you may have to give dominance to other track(s).

This is where the **Adjust Volume** control is helpful.

When you click on the 🔊▾ button, the following window pops up:

Note that this is a *relative volume* scale, with a default value of 100% (=original volume). It can adjust the volume from 0 (= mute) to 500% (= original volume x 5). You can use the **Mute** check box to quickly silence the track.

- • The original track is not affected at all: You can revert to the original volume at any time.

- • If this control is used to mute a track, it does not affect the original duration of the track, because unlike the Freeze-frame control, this control does not insert an *additional* period of silence.

In short, the trick is to first set a range, and then select each of the audio/video objects and adjust their volumes individually. Only the dominant track will retain its full volume (or it may even be boosted), while you will lower the volume for the non-dominant tracks (or even mute them altogether).

These adjustments would be applied within the range only.

Set another range in another part of the time axis and repeat this. This time a different track may be dominant.

ActivePresenter displays the audio waveform proportional to its actual volume. So if you have applied volume control within a range, or muted the track within a range, it will be displayed as shown below:


Here, a silence is inserted in the 1-2 stretch (note the straight line in place of the audio waveform). In the 3-4 stretch, the volume is lowered (note the signal has become weaker in that range).

In both cases, the start and end points are marked with red vertical marker lines. Note that these markers cannot be moved within the time bar, because they actually denote the range in which the volume is altered.

If you want to reverse the effect (i.e. make the volume normal), follow this procedure:

1. Click on the button to turn on the snap mode

2. Click anywhere on the Ruler, which starts a new range.
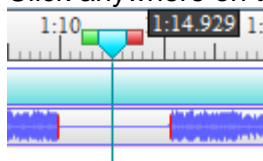
3. Now drag it to the red mark on the left
   (thanks to the snap mode, it will snap to the marker)
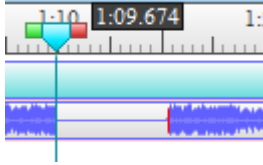
4. Now drag the End marker of the range to the red marker on the right.
   (thanks to the snap mode, it will snap to the marker)
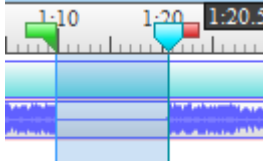
5. Click on the arrow in the ⏷ button, and select the **Restore Original Volume** option.
   The effect of the Adjust Volume control is removed, and the original sound is restored.

Productivity Tips For Timeline

Most of the editing work is accomplished in the Canvas and Timeline panes. Therefore it is important to learn some productivity tricks.

First, force yourself to use and memorize the hotkeys. Although this may look difficult at the beginning, it will be very rewarding on long term, as you will be able to work in Timeline at much higher speeds.

Here is a summary of hotkeys used in Timeline:

Hotkey	Function
Home	Moves the Playhead to the beginning of slide
End	Moves the Playhead to the end of slide
LeftArrow	• When no objects are selected: Moves the Playhead to the left • When objects are selected: Moves the selected objects to the left
CTRL+LeftArrow	Same as above, but 10 times faster. (the CTRL key is x10 accelerator)
RightArrow	• When no objects are selected: Moves the Playhead to the right • When objects are selected: Moves the selected objects to the right
CTRL+RightArrow	Same as above, but 10 times faster. (the CTRL key is x10

	accelerator)
[	Moves the Playhead to the starting marker of the selection range
]	Moves the Playhead to the end marker of the selection range
SHIFT+[	Sets the start marker of the selection range at the Playhead position
SHIFT+]	Sets the end marker of the selection range at the Playhead position
SHIFT+LeftArrow	• When no objects are selected: Moves the start point of the range to the left • When objects are selected: Reduces the selected objects' duration
CTRL+SHIFT+LeftArrow	Same as above, but 10 times faster (the CTRL key is x10 accelerator)
SHIFT+RightArrow	• When no objects are selected: Moves the end point of the range to the right • When objects are selected: Increases the selected objects' duration
CTRL+SHIFT+RightArrow	Same as above, but 10 times faster (the CTRL key is x10 accelerator)

The following are Customizable hotkeys (to change their settings, use the **Preferences > Hotkeys** menu).
The following are their default values:

| Hotkey	Function
CTRL+SHIFT+X	Cuts the range (Range-edit command)
CTRL+SHIFT+C	Copies the range to clipboard (Range-edit command)
CTRL+DEL	Deletes the range (Range-edit command)
SHIFT + DELETE	Crops to range (Range-edit command)

Also keep in mind the following tips:

• Use CTRL+Scrolling mousewheel to zoom in/out quickly

• Use SHIFT+Scrolling mousewheel to scroll horizontally in the Timeline.

Using Calibrate Audio Input dialog

The Calibrate Audio Input dialog allows you to select appropriate level of input volume for recording audio:
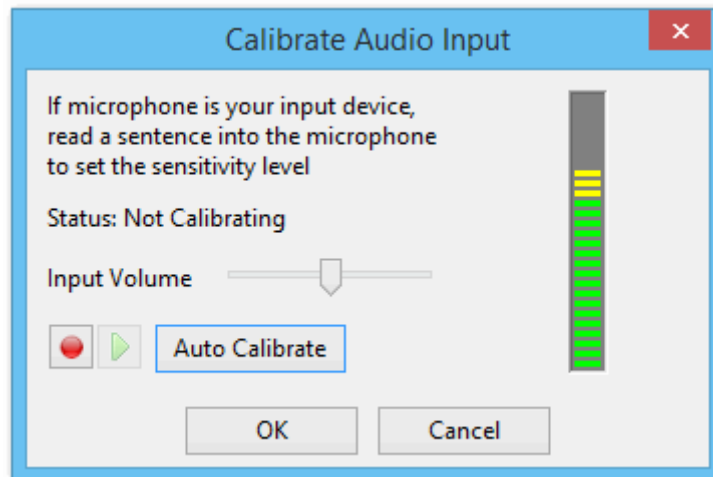
This dialog can be used in two different modes:

Manual calibration:

1. Keep the microphone in its normal position, and speak in your normal volume.

2. Click on the 🔴 button, and read a sentence into your microphone.

At the same time, move the slider to right and increase the gain till the LED bar at the right shows yellow bars intermittently. If the bar starts showing red LEDs, move the slider a bit to the left (otherwise the voice will be clipped).

3. When you are satisfied with the gain setting, press the 🟦 button to stop the recording.

4. Now press the ▶ button to play your recorded voice. If the sound has any defects (e.g. breathing noise), take care of the problem and repeat steps 1-4. (Sometimes the problem may be in positioning of the microphone.)

Automatic calibration:

1. Press the **Auto Calibrate** button, and use the microphone normally.

The **Auto Calibrate** button turns into **Stop Calibration**. You can press it to stop the calibration any time.

2. Continue speaking so that ActivePresenter can automatically optimize the gain.

After a few seconds, the button reverts to **Auto Calibrate** button.

This indicates that the calibration is over.

Regardless of the calibration method, the volume adjustment is accepted only when the **OK** button is pressed. If you press the **Cancel** button, the new value will be discarded and the old value will continue.

Using Output Language Editor

The **Output Language Editor** window is shown when you click the **Edit Output Language** button in the **Export To HTML5/Flash Simulation** dialog. It allows you to modify the current translation of texts in the output or add the translation for non-supported languages.
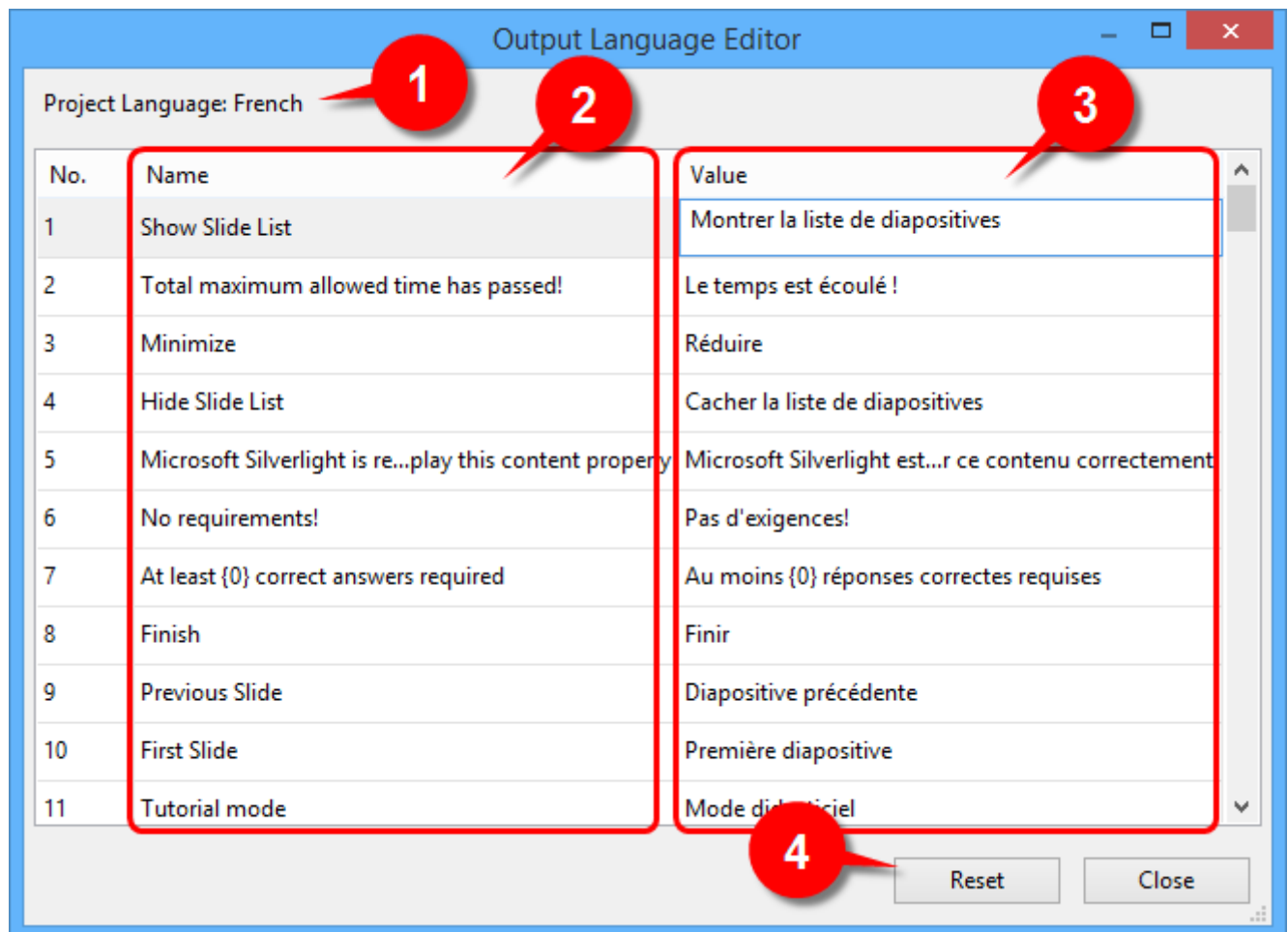
The editor provides following:

1. This displays the language of opening project. You can change the Project Language in the **Project Properties** dialog.

2. The **Name** column displays the texts in the current user interface language of ActivePresenter so you can know their original meanings.

3. The **Value** column displays the texts in the language which is set in Project Language if it is supported. You can modify the texts in this column by double-clicking in each row.

4. The **Reset** button allows you to restore the original translation of texts.

The following screenshot shows how these texts are displayed in the HTML5 Simulation output:
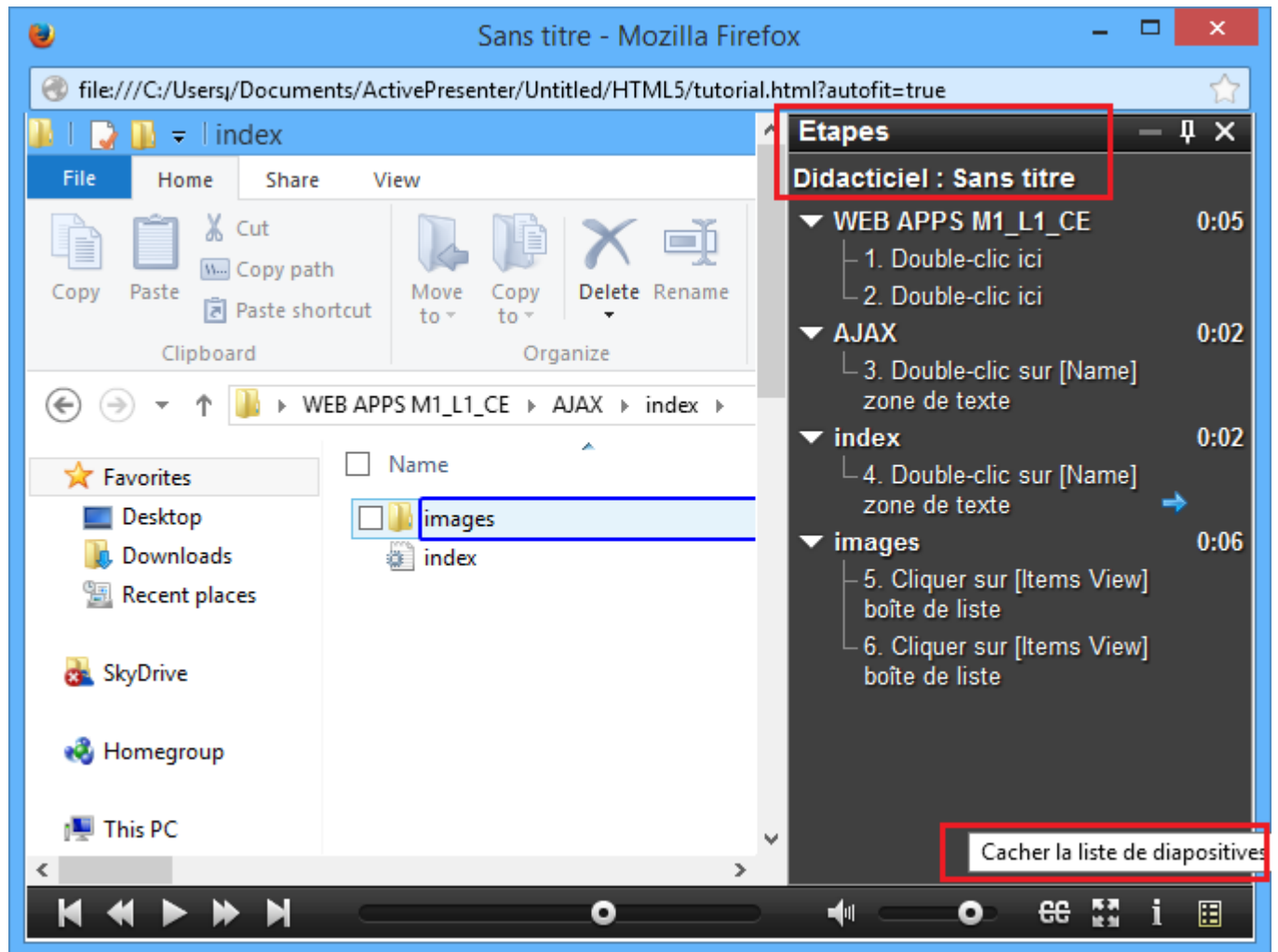
Objects

In this appendix, you will learn the best uses of each type of object in a presentation, and also how to control its properties.

Overview Of Objects

In ActivePresenter, the objects belong to two different categories:

- Objects that are used for annotation
- Objects that are used to interact with the user.

Annotation Objects

The annotation objects add value to the slide visually, but they do not interact with the user by responding to his different actions. Thus they do not change the course of the presentation in response to the user-inputs; such as going to a certain slide, pausing/resuming, etc.

They are as follows:

Object	Typical uses
Screenshot	Adds a screenshot of anything on the screen. This could be a website, a TV grab, a still from a movie, etc. The screenshot can be inserted as an object in a slide, or as **background** of the slide.
Shape	Adds a shape on/around the point of interest. ActivePresenter offers a choice of 44 shapes (rectangle, oval, arrows, cross, diamond, call outs, etc.).
Text Caption	Adds text to explain/highlight something.
Highlight	Overlays a colored semitransparent area on some part of the screen to highlight it.
Spotlight	Overlays a dark screen on the display area, and allow only a certain area to be fully visible. This creates an effect like we are watching a dark screen with a search light.

Feedback	Adds a widget that displays the user's activity on screen (only applicable in an interactive presentation).
Cursor Path	Manipulates the movement and clicks of the mouse to simulate that the user of the application is using his mouse in that manner.
Zoom-n-Pan	During rendering, zooms in the virtual camera on some interesting part of the screen to show in more detail.
Closed Caption	Closed Captions are like subtitles on a movie (text that can be read at the bottom of the screen). It is optional: The viewer has the control whether to display CC on his screen.
Image	Adds an image in the slide.
Audio	Adds an audio clip in a slide.
Video	Adds a video clip. Note that the video can be re-sized to cover the whole screen or projected on a part of the screen.

Interaction Objects

The interactive objects are designed to respond to user inputs. They not only change the course of the presentation based on user-input, but also keep a track of user activity (for example, assess his performance in a test).

The interactive objects are as follows:

Object	Typical uses
Mouse Click	Responds when the user clicks in a pre-defined area. Use of modifier keys (ALT, CTRL, and SHIFT) is also allowed.
Text Box	Responds when the user enters specific text (string).
Key Stroke	Responds to an individual key on the keyboard or a hot key (such as CTRL+SHIFT+P).
Mouse Hover	Has two different types of responses: • When the user hovers his mouse over a certain area. • When the user moves his mouse *away* from the area. This interaction is different from others, it does not assess correctness of user response. Therefore, it does not have common interactive properties such as score, pause, time limit, On Correct, On Incorrect.

Drop Area	Responds when the user drops a drag source onto it.
Question	ActivePresenter allows you to insert eight different types of questions (*True/False*, *Multiple Choice*, *Multiple Response*, *Essay, Fill in Blank*, *Fill in Multiple Blank*, *Sequence,* and *Drag-n-Drop*)
	The question and options appear on screen, and the viewer is expected to respond within a predefined time. ActivePresenter can be programmed to take various different actions depending on whether the response is correct or incorrect; or if the viewer fails to respond within the time limit.

General Properties Of Objects

In general, any object's properties can be divided into three categories:

1. Properties that define the object physically
    (size, position, color, transparency, start/end time, etc.)

2. Properties that deliver the core function of the object
    (each object has a unique purpose.)

3. Properties that define response to the user-action (Interaction)
    (Some objects don't have interactive properties: They provide only annotations to the presentation.)

Most of these objects are made up of multiple parts ("*elements*"). Each element has its own properties.

You can tweak these properties to such as extent that the object may not be recognizable!

You can *visually* adjust some physical properties with mouse.

1. Most rectangular shapes have eight handles. Drag these handles to change the size and aspect ratio of the rectangle.

2. Most rectangles have rounded corners. Slide the yellow diamond ◇ to change the rounding of the corners.

Different positions of the diamond results in drastic change in the shape, as shown below:
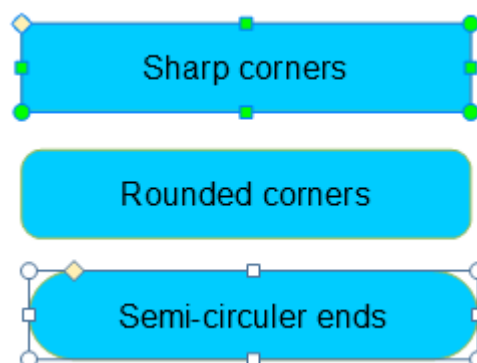
3. Double-click on any text to edit it.

4. You can use the context menu to any rectangle to apply a different style (changing the stroke and fill colors, text, shadow, etc.).

The *behavioral* properties are accessible only through the **Properties** pane, or the **Edit>Preferences** menu, where you have to enter values and then check how that has changed the behavior of the object.

In the following sections, we will take up all objects one by one and understand their properties.

Since the physical properties are similar in all objects, we will check them out first.

| Property	Remarks
Name	Name of the element. This is simply a unique name generated by ActivePresenter.
Shape	Click on the right-hand blank cell to reveal a drop-down list of twelve shapes.
Audio/Click Sound	This property refers to the sound associated with the object. • For Mouse Click object, the property is named "Click Sound", the attached sound is played when user clicks on the object. • For others types of objects, the property is named "Audio", the attached sound is played when the object starts showing.
Boundary	The edges of the frame that encloses the shape, measured from the top-left corner of the canvas.
Left	Left edge of the frame.
Top	Top edge of the frame.
Width	Width of the frame.
Height	Height of the frame.
AutoFit Text	When this option is selected, the frame automatically changes its size to fit the text.
Text margin	Minimum margin between the frame and the text around it.
Left	Minimum margin on the left side.
Top	Minimum margin on the top side.
Right	Minimum margin on the right side.
Bottom	Minimum margin on the bottom side.

Style	Style is the combination of attributes of the fill, line and text.
Base	Click on the right-side cell to reveal a **Click to Edit** button. When you click this button, a *style selector* window pops up.
Fill	The fill properties
Line	The outline properties
Text	The text properties
Start Time	The starting time of the object (vis-a-vis starting time of the slide)
Duration	The duration for which the object is to be displayed. Set it to -1 to display the object till the end of slide. - If the duration of the slide increases for any reason (e.g. you added another object; or increased the duration of other objects), this object's duration will be automatically increased. - If the duration of the slide decreases for any reason, the duration of this object will be decreased automatically.
Show In Mode	Put a click in the four check boxes.
Demonstration	The object will be visible in a given mode if there is a tick in its check box.
Tutorial	In case of interactive object, if the object is invisible in a specific mode except the Demonstration mode, it is still functional.
Practice	
Test	
Report ID	This unique reference number is used for reporting the test result. Only text contains alphanumeric characters (A-Z. a-z, 0-9) and underscore (_) are allowed (maximum length=250 characters)
Event	The right-hand cell appears blank. A click there reveals a **Click to Edit** button. Clicking this button will launch the Event Editor.
Transition effects	Define how the object will start showing in the presentation; and how it will stop showing.
Entrance	Type: Select from *None*, *Fade in*, *Fly in*, *Peek in* and *Wipe*. Duration: Set a duration of the effect (in ms) Direction: Select the direction for *Fly in, Peek in* or *Wipe* effect. Available directions are *From Left, From Top, From Right, From Bottom, From Top-Left, From Top-Right, From Bottom-Left, From Bottom-Right*.

Exit	Select from *None*, *Fade out*, *Fly out*, *Peek out* and *Wipe*.
	Duration: Set a duration of the effect (in ms)
	Direction: Select the direction for *Fly out, Peek out* or *Wipe* effect. Available directions are *To Left, To Top, To Right, To Bottom, To Top-Left, To Top-Right, To Bottom-Left, To Bottom-Right*.
Accessibility	Define properties that make the object accessible by viewer with disabilities when viewing the project output.
Focusable	Define whether the object can receive focus when viewer navigates using the Mouse or the Tab key. This property is available only for Mouse Click and Mouse Hover object (Text Box is always focusable).
	If this property is enabled, in **HTML5** toc6281 output:
	• The object gains focus automatically when it is displayed, if no object in the content has focus at that time.
	• When the object has focus, pressing the Enter or Space key is the same as clicking on the object; i.e. actions for *Left click* event, that are defined in the object **Event Editor**, will be executed.
	• When the object has focus, the object outline (yellow, dotted by default) will be displayed if *Enable visual focus indicator* option is selected when exporting to HTML5.
	• Viewer can navigate between focusable objects by pressing the Tab key, if *Enable keyboard navigation* option is selected when exporting to HTML5.
Auto Label	If this property is selected, accessibility text will be generated automatically from the text that the object displays, or the object name if it doesn't contain any text.
Name	Accessibility name of the object. Screen reader will read this text aloud when the object appears.
Description	This provide more information about the object. Screen reader will read this text aloud when the object appears, after reading the accessibility name.

Object Styles

By default, each type of object has a separate look-and-feel (see below).

This is achieved by setting a different color, transparency, text, shadow and line thickness for each
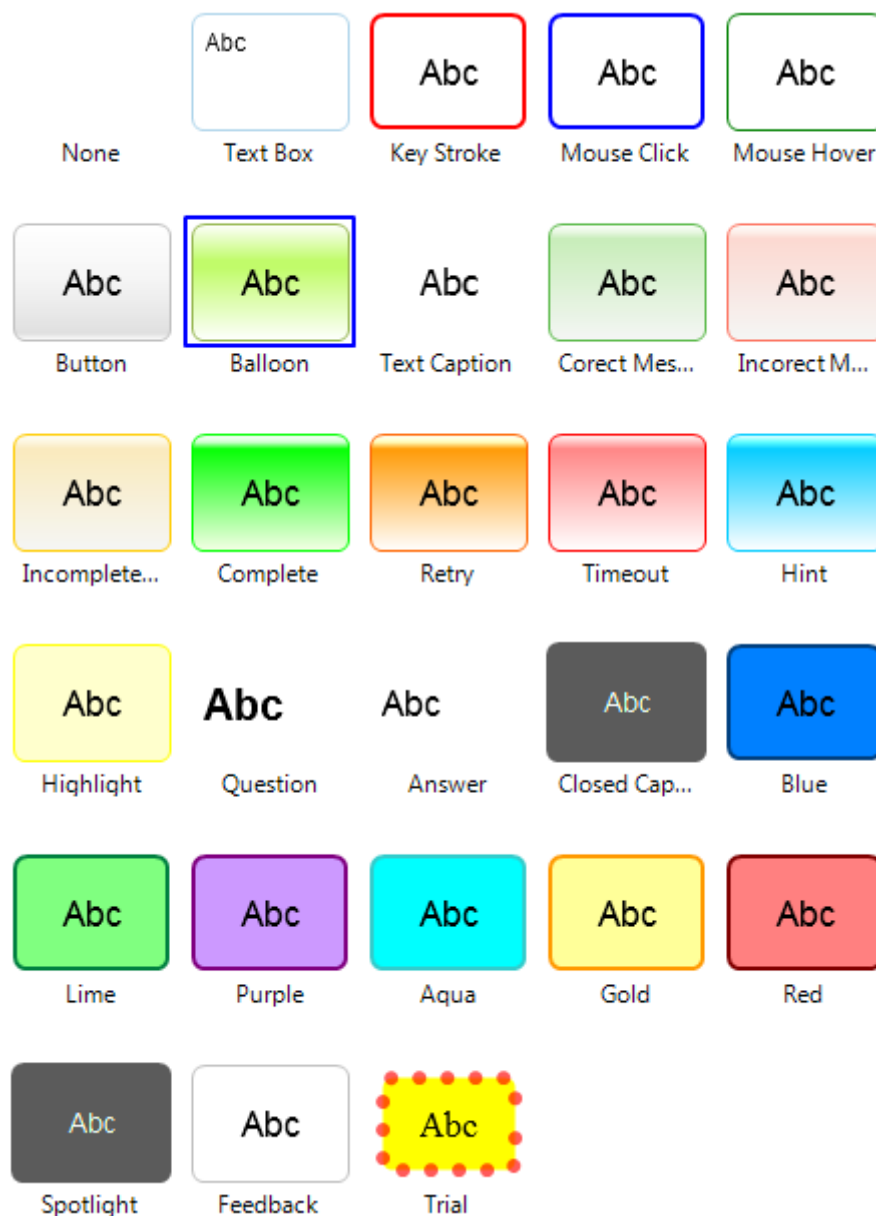
type of object.

The combination of all these attributes is called *Style*.

You can edit the default styles (all objects using those styles will take the new look), and create new styles, and apply to any of the objects.

Right-click on any object, and from the context menu, select the **Style** option.

A **Properties** window pops up, which allows you to change the style of the object.
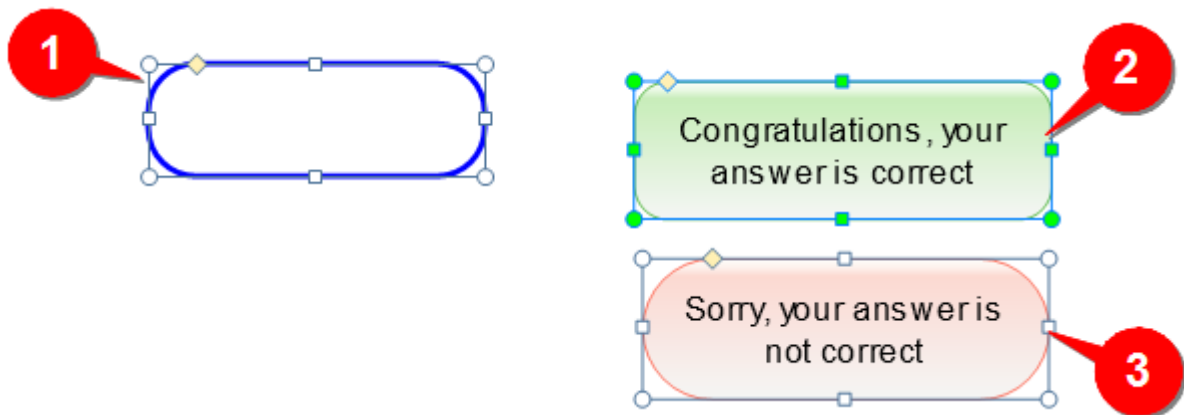
Introduction To Objects

In this section we will see the properties that are unique to each object.

Mouse Click

The **Mouse click** is an interactive object.

By default, a **Mouse click** object consists of three separate elements, as shown below:

You can optionally add a *Hint* message and a *Timeout* message.

The object works as follows:

When the interactive presentation is played, this object displays only the *Target area* element (1) and waits for the user to click *anywhere* in the slide.

You can prompt the user to click in a specific area by inserting a shape with some guidance.

Change the **Show in Mode** property of the object to make it invisible in unchecked modes; by default, the object is invisible in **Practice** and **Test** mode. You can also change the object's style (Fill, Line, Text, and Shadow) to make it always invisible in all modes.

The User action must be the same as one of events defined in the **Mouse Click** tab of the Event Editor, otherwise On Incorrect message is displayed.

For example, if the predefined event is CTRL+Left Click, but user clicks on the Target area without holding down the CTRL key, he is doing it incorrectly.

Apart from this primary behavior, the object also has secondary behaviors.

To set up all behaviors of the object, double-click on the *Target area*. This launches **Event Editor** with the object's current settings in the following tabs: Mouse click, Settings, On Correct, On Incorrect, On Timeout, On Rollover, and On Rollout.

Note that you can make the *Target area* invisible (by setting the line to "None" in the **Properties** pane) if you don't want to reveal the correct click area to the user. However, this is *not* recommended: Use the **Show In Mode** property of the object. That is more flexible and useful, especially when you want to show the object in some modes (e.g. *Demonstration* and *Tutorial)* but hide the object in other modes (e.g. *Practice* and *Test).*

For example, suppose you want to show a world map and quiz the user about where a certain city is. For this, place the *Target area* on that city, and make it invisible. Now the user can only see the map. If the user clicks on the correct area, the object shows him the *On Correct* message. If he clicks at a wrong location on the map, the object shows him the *On incorrect* message.

Text Box

The **Text Box** is an interactive object.

The default **Text Box** object consists of three separate elements, as shown below:
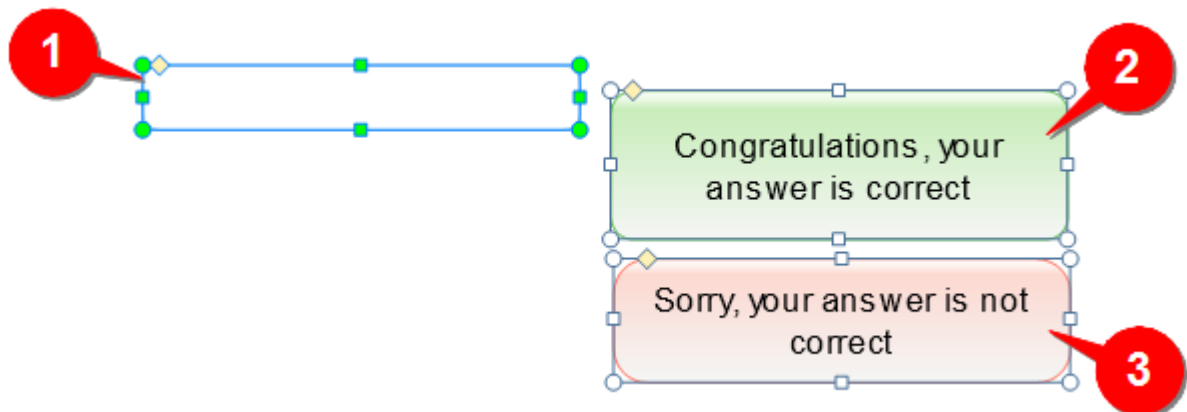
You can optionally add a *Hint* message and a *Timeout* message.

The object works as follows:

When the interactive presentation is played, this object displays only the *Target area* element (1) and waits for the user to enter text.

- If the user enters text, it appears in real time in the *Target area* (1).

- If the entered text exceeds the area, the text is shifted so that the insertion point is always visible. You will have to resize the area manually.

- If the **Submit** button is enabled, the entered text is validated when the user presses the **Submit** button,

- If the **Submit** button is *not* set, the text is validated whenever the user presses any key. As long as the entered text is a partial match for the reference text, ActivePresenter will wait for the user to input more text. However, the moment the last entered character is found to be different, it will be deemed as incorrect.

- If the entered text matches the reference text, ActivePresenter displays the *On Correct* type message (2).

- If the entered text does *not* match the reference text, ActivePresenter displays the *On Incorrect* type message (3).

Apart from this primary behavior, the object also has secondary behaviors.

To set up all behaviors of the object, double-click on the *Target area*. This launches **Event Editor** with the object's current settings in the following tabs: Text, Settings, On Correct, On Incorrect, On Incomplete, On Timeout, On Rollover, and On Rollout.

Key Stroke

The **Key Stroke** is an interactive object.

By default, a **Key Stroke object** consists of three separate elements, as shown below:
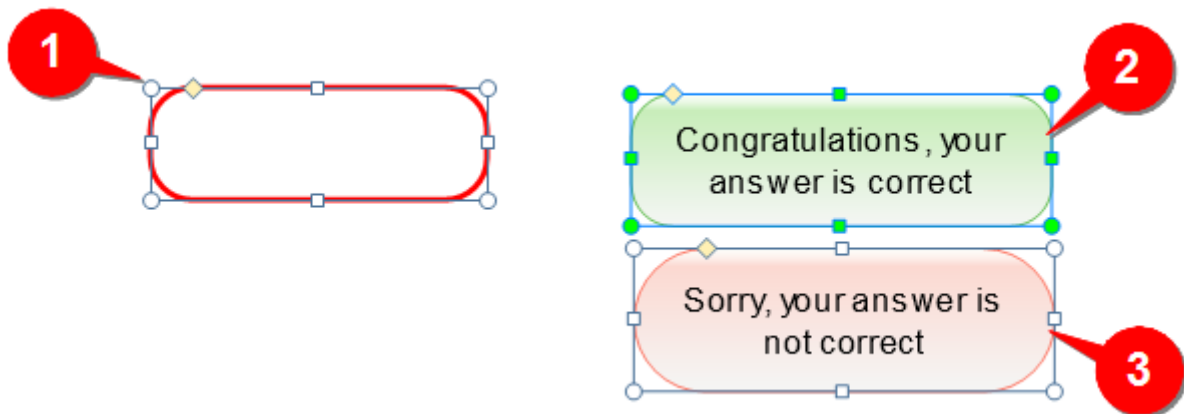
You can optionally add a *Hint* message and a *Timeout* message.

The object works as follows:

When the interactive presentation is played, this object displays nothing initially, and waits for the user to enter a hot key (such as CTRL+SHIFT+P). It ignores text strings entered by the user.

(You can change the **Show in Mode** property to choose in which modes the *Target Area (1)* should be displayed.)

- If the entered hot key matches the reference, ActivePresenter displays the *On Correct* type message (2).

- If the entered text does *not* match the reference, ActivePresenter displays the *On Incorrect* type message (3).

Apart from this primary behavior, the object also has secondary behaviors.
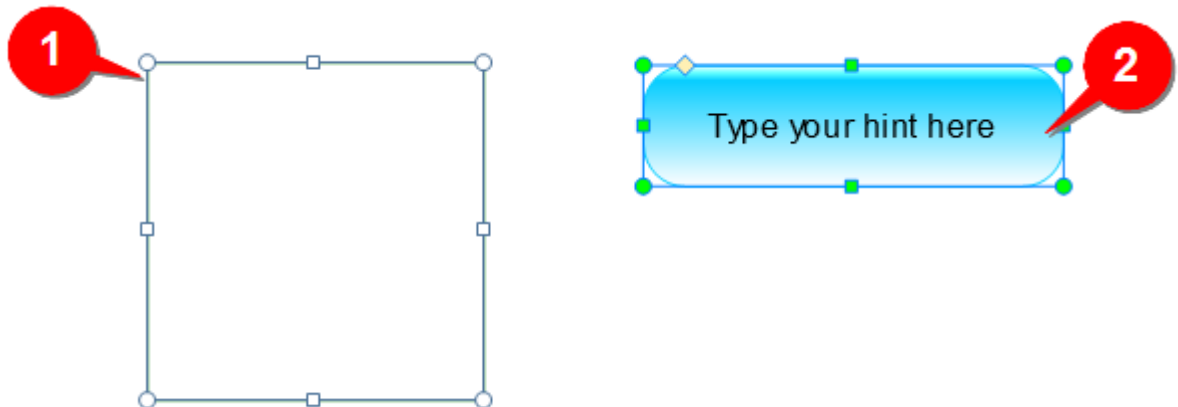
To set up all behaviors of the object, double-click on the *Target area*. This launches **Event Editor** with the object's current settings in the following tabs: *Keystroke*, *Settings*, *On Correct*, *On Incorrect, On Timeout, On Rollover*, and *On Rollout.*

Mouse Hover

The **Mouse Hover** is an interactive object.

It consists of two separate elements, as shown below:

In a rendered interactive presentation, the object functions as follows:

When the mouse rolls over the *Target area* (1), the object displays the *Hint message* (2).

Apart from this primary behavior, the object can execute any number of additional tasks as defined in its interaction tabs. (It responds to two events: mouse rollover and rollout.)

Apart from this primary behavior, the object also has secondary behaviors.

To set up all behaviors of the object, double-click on the *Target area*. This launches **Event Editor** with the object's current settings in the following tabs: *On Rollover* and *On Rollout*.

Drop Area

You should read **Creating Drag and Drop Interactions** to have basic concepts about drag and drop before reading this section.

You can insert Drop Area from the **Interaction** menu, or **convert it from a drop target**. If it is inserted from the menu, a correct drag source and feedback messages are also inserted automatically. You can remove them if not needed or change their shapes and styles as.
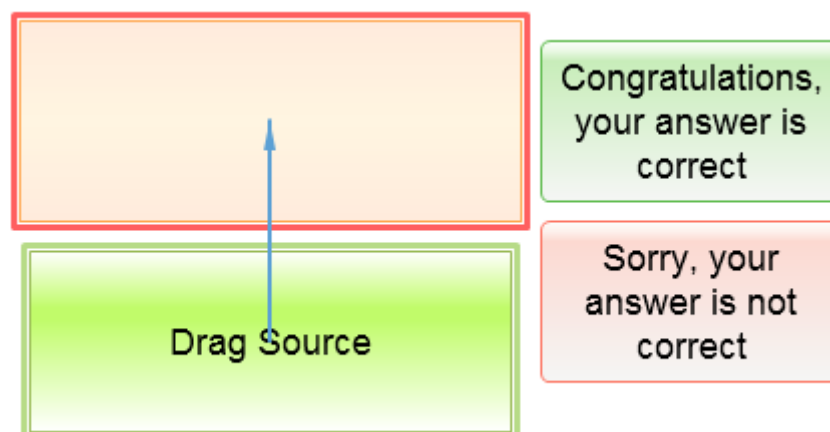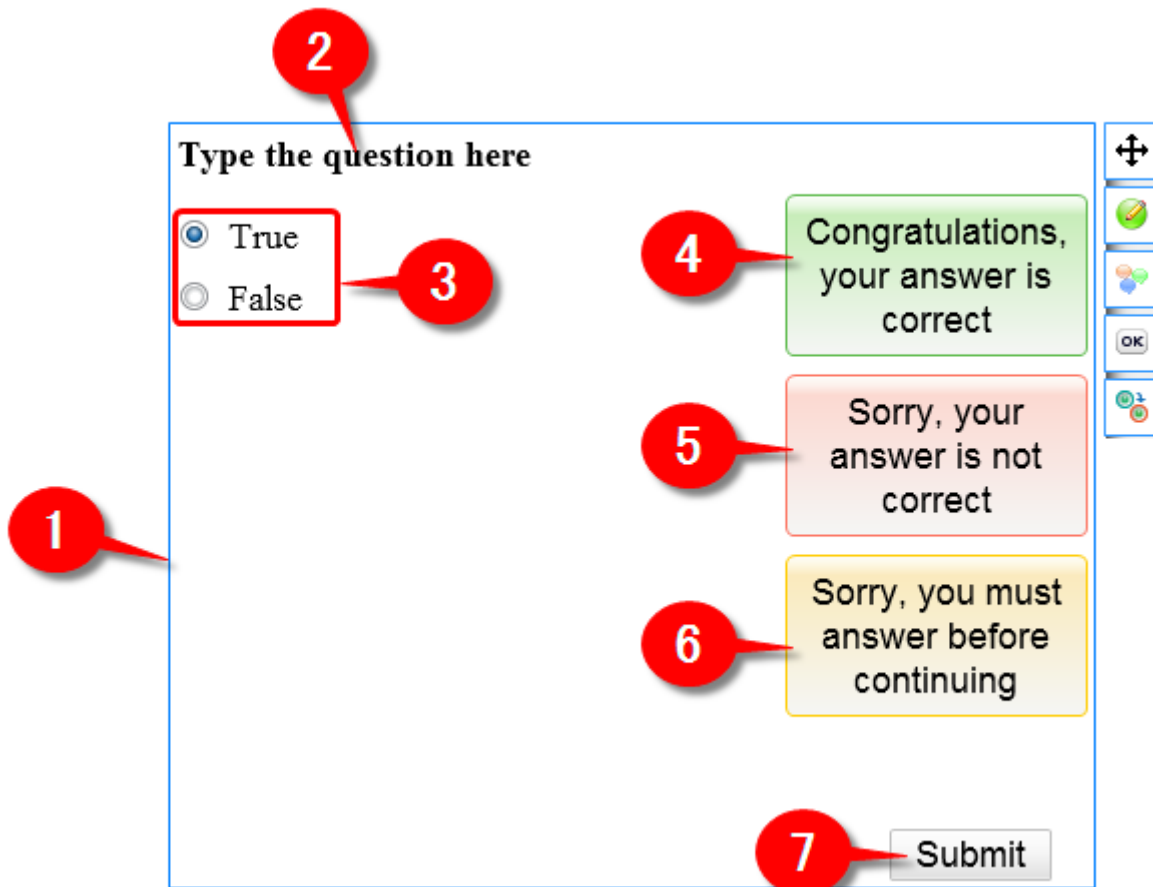

To edit event – actions of a Drop Area object, refer to the section for the **Accepted Drag Sources** tab in the **Event Editor** window.

Question – True/False

The **True/False** type **Question** is an interactive object.

By default, this object consists of seven separate elements, as shown below:

However, you have the option to add a *Hint* message, and three buttons: **Clear**, **Skip** and **Back**, which function as follows:

Clear	Clear all user input on the question, e.g. make text fields empty, uncheck radio button/check box.
Skip	Go to the next slide.
Back	Go to the previous slide.
Submit	Get user input, evaluate, and execute suitable actions.

User can change these default behaviors by editing **On Click** actions of these buttons from the Event Editor window. (Select the question, then double click the button to launch the Event Editor.)

In the rendered presentation, the object functions as follows:

Only the *question* (2), the *True/false* radio button options (3) and the *Submit* button (7) are displayed.

When the user responds, the presentation compares the answer with the reference answer (which is previously defined by the author).

- If the answer is correct, the actions defined in **On correct** tab are taken. (which typically is

to display the **On correct** response (4))

- If the answer is incorrect, the actions defined in **On incorrect** tab are taken. (which typically is to display the **On incorrect** response (5))

- If the user tries to leave the answer incomplete, the actions defined in the **On incomplete** tab are executed. (which typically is to display the **On incomplete** response (6))

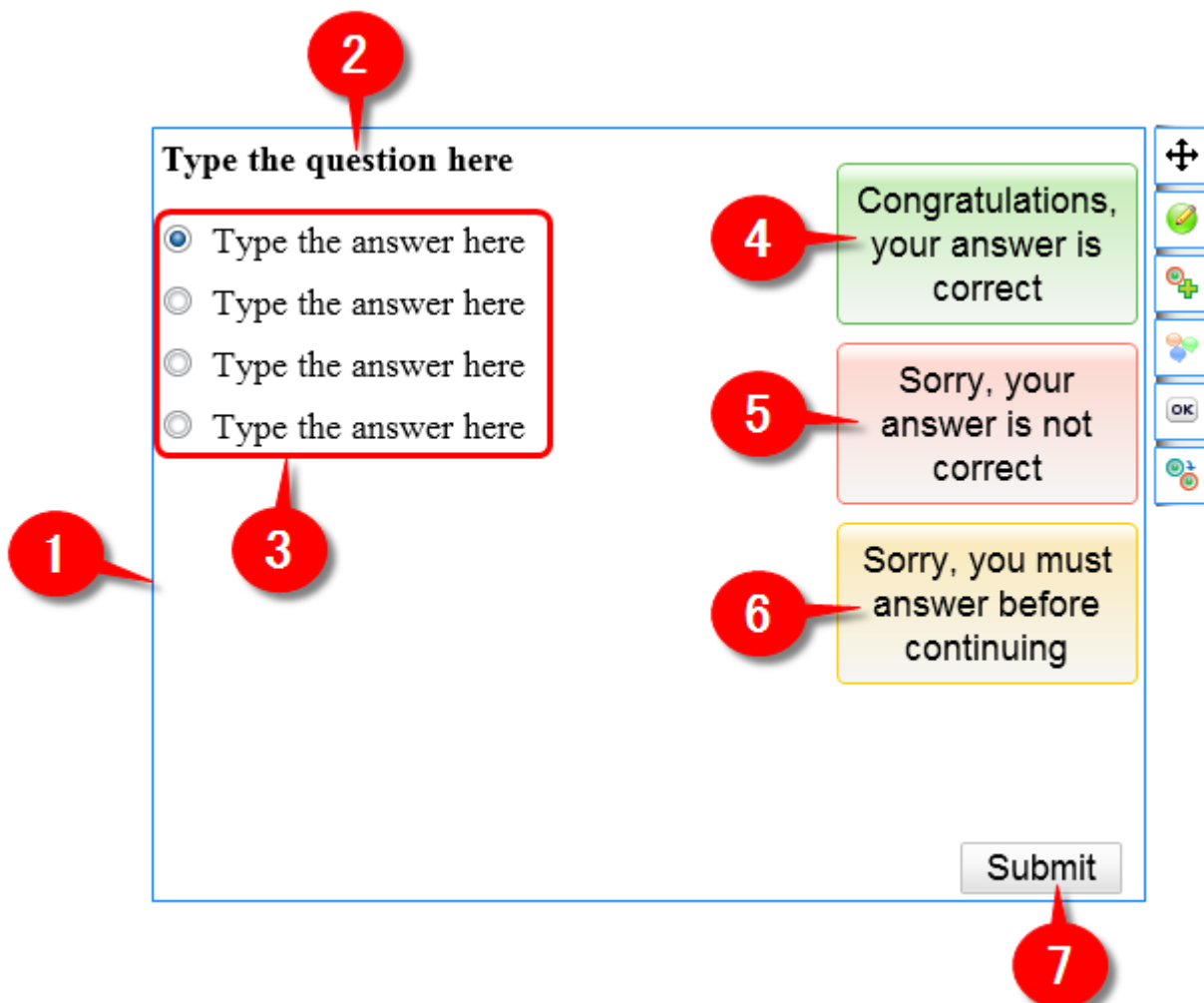Apart from this primary behavior, the object also has secondary behaviors.

To set up all behaviors of the main object, double-click on the *frame* (1). This launches **Event Editor** with the object's current settings in the following tabs: *Settings*, *On Correct*, *On Incorrect*, *On Incomplete* and *On Timeout*.

You have to set up the behavior of each button separately. Double-click on the button to launch **Event Editor** with the button's current settings in the following tabs: *On Click*, *On Rollover*, and *On Rollout.*

Question – Multiple Choice

The **Multiple choice** type **Question** is an interactive object.

The default **Multiple choice** object consists of seven separate elements, as shown below:

However, you have the option to add/remove answers, add a *Hint* message, and three buttons:

Clear, **Skip** and **Back**, which function as follows:

Clear	Clear all user input on the question, e.g. make text fields empty, uncheck radio button/check box.
Skip	Go to the next slide.
Back	Go to the previous slide.
Submit	Get user input, evaluate, and execute suitable actions.

User can change these default behaviors by editing **On Click** actions of these buttons from the Event Editor window. (Select the question, then double click the button to launch the Event Editor.)

In the rendered presentation, the object functions as follows:

Only the *question* (2), the answer options (3) and the *Submit* button (7) are displayed. The user is expected to select any one answer.

When the user responds, the presentation compares the answer with the reference answer (which is previously defined by the author).

- If the answer is correct, the actions defined in **On correct** tab are taken. (which typically is to display the **On correct** response (4))

- If the answer is incorrect, the actions defined in **On incorrect** tab are taken. (which typically is to display the **On incorrect** response (5))

- If the user tries to leave the answer incomplete, the actions defined in the **On incomplete** tab are executed. (which typically is to display the **On incomplete** response (6))

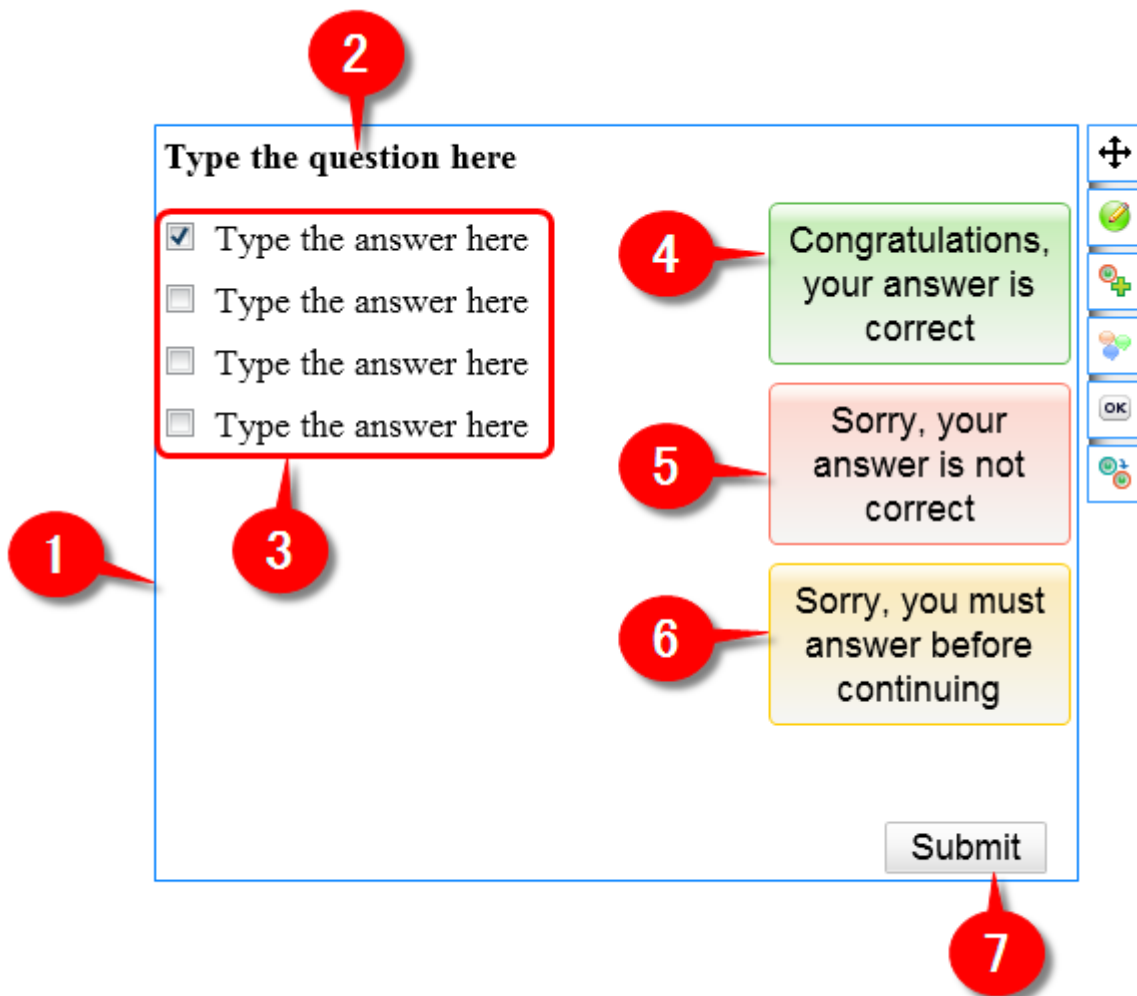Apart from this primary behavior, the object also has secondary behaviors.

To set up all behaviors of the object, double-click on the *Target area*. This launches **Event Editor** with the object's current settings in the following tabs: *Choice*, *Settings*, *On Correct*, *On Incorrect*, *On Incomplete*, and *On Timeout*.

You have to set up the behavior of each button separately. Double-click on the button to launch **Event Editor** with the button's current settings in the following tabs: *On Click, On Rollover*, and *On Rollout*.
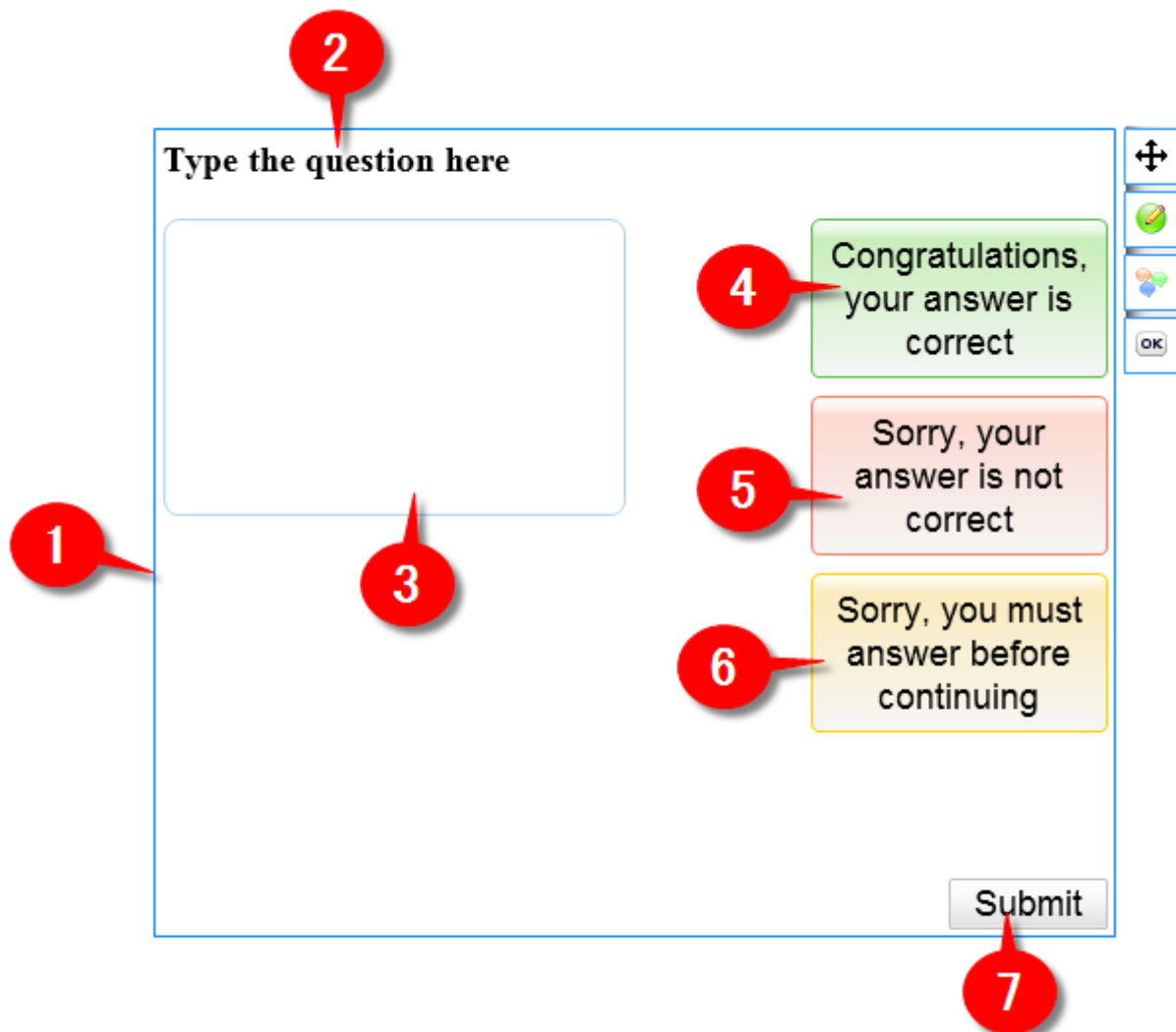
Question – Multiple Response

The **Multiple response** type **Question** is an interactive object.

The default **Multiple response** object consists of seven separate elements, as shown below:

However, you have the option to add/remove answers, add a *Hint* message, and three buttons: **Clear**, **Skip** and **Back**, which function as follows:

Clear	Clear all user input on the question, e.g. make text fields empty, uncheck radio button/check box.
Skip	Go to the next slide.
Back	Go to the previous slide.
Submit	Get user input, evaluate, and execute suitable actions.

User can change these default behaviors by editing **On Click** actions of these buttons from the Event Editor window. (Select the question, then double click the button to launch the Event Editor.)

In the rendered presentation, the object functions as follows:

Only the *question* (2), the answer options (3) and the *Submit* button (7) are displayed. The user is expected to click one or more check boxes.

When the user responds, the presentation compares the answer with the reference answer (which is previously defined by the author).

- If the answer is correct, the actions defined in **On correct** tab are taken. (which typically is to display the **On correct** response (4))

- If the answer is incorrect, the actions defined in **On incorrect** tab are taken. (which typically is to display the **On incorrect** response (5))

- If the user tries to leave the answer incomplete, the actions defined in the **On incomplete** tab are executed. (which typically is to display the **On incomplete** response (6))

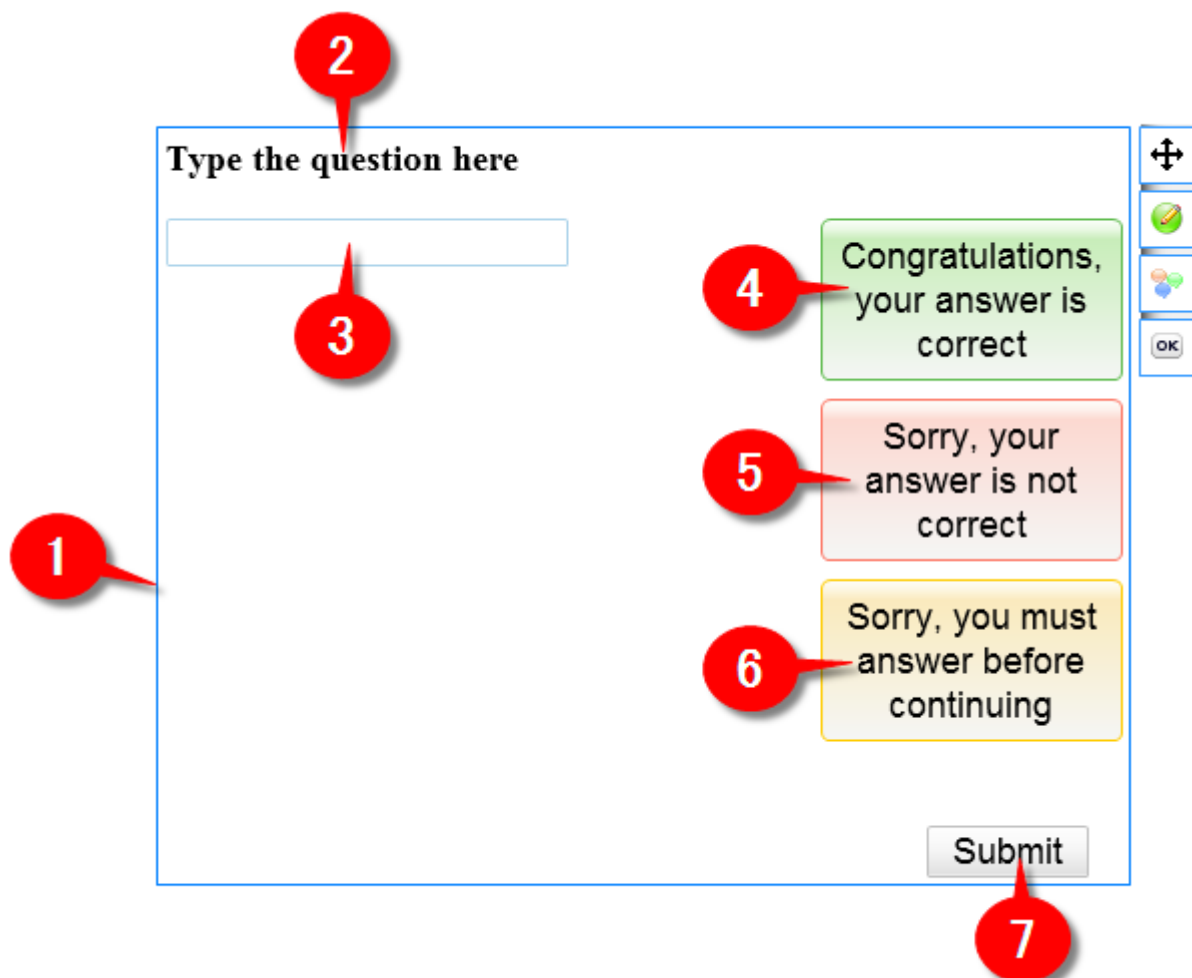Apart from this primary behavior, the object also has secondary behaviors.

To set up all behaviors of the object, double-click on the *Target area*. This launches **Event Editor** with the object's current settings in the following tabs: *Choice*, *Settings*, *On Correct*, *On Incorrect*, *On Incomplete*, and *On Timeout*.

You have to set up the behavior of each button separately. Double-click on the button to launch **Event Editor** with the button's current settings in the following tabs: *On Click*, *On Rollover*, and *On Rollout*.

Question – Essay

The **Essay** type **Question** is an interactive object.

This object should only be used for taking a survey from users, not for assessment. (We cannot expect that a descriptive answer will match the stored model answer exactly.)

Currently, ActivePresenter doesn't support survey question explicitly, but you can create a survey question by leaving blank the **Value, On Correct** and **On Incorrect** tabs.

By default, it consists of seven separate elements, as shown below:

However, you have the option to add a *Hint* message, and three buttons: **Clear**, **Skip** and **Back**, which function as follows:

Clear	Clear all user input on the question, e.g. make text fields empty, uncheck radio button/check box.
Skip	Go to the next slide.
Back	Go to the previous slide.
Submit	Get user input, evaluate, and execute suitable actions.

User can change these default behaviors by editing **On Click** actions of these buttons from the Event Editor window. (Select the question, then double click the button to launch the Event Editor.)

In the rendered presentation, the object functions as follows:

Only the *question* (2), the answer options (3) and the *Submit* button (7) are displayed. The user is expected to enter a descriptive text in response.

When the user responds, the presentation compares the answer with the reference answer (which

is previously defined by the author).

Apart from this primary behavior, the object also has secondary behaviors.
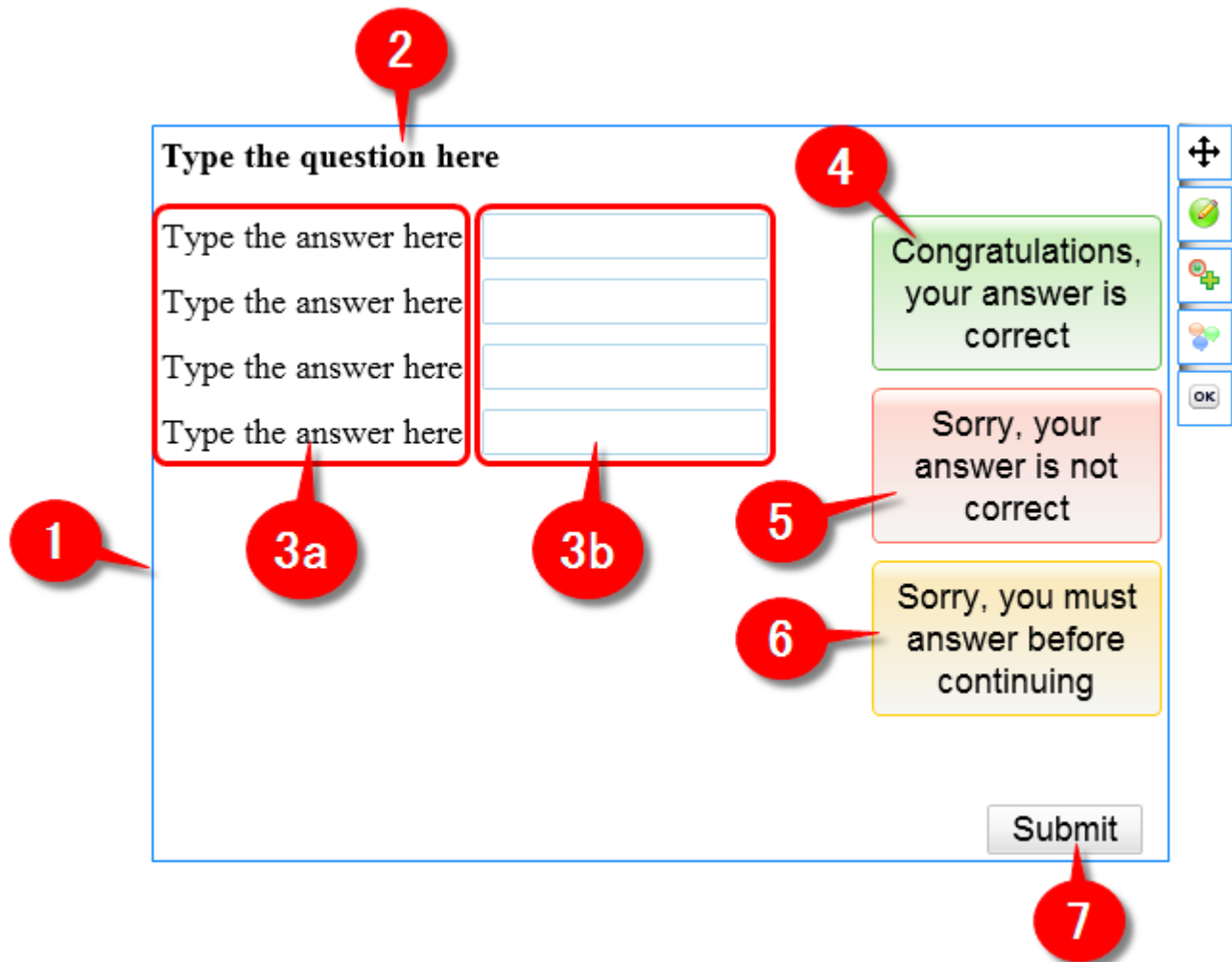
To set up all behaviors of the object, double-click on the *Target area*. This launches **Event Editor** with the object's current settings in the following tabs: *Value*, *Settings*, *On Correct*, *On Incorrect*, *On Incomplete*, and *On Timeout*.

You have to set up the behavior of each button separately. Double-click on the button to launch **Event Editor** with the button's current settings in the following tabs: *On Click*, *On Rollover* and *On Rollout*.

Question – Fill In The Blank

The **Fill in the blank** type **Question** is an interactive object.

By default, it consists of seven separate elements, as shown below:

However, you have the option to add a *Hint* message, and three buttons: **Clear**, **Skip** and **Back**, which function as follows:

Clear	Clear all user input on the question, e.g. make text fields empty, uncheck radio button/check box.

Skip	Go to the next slide.
Back	Go to the previous slide.
Submit	Get user input, evaluate, and execute suitable actions.

User can change these default behaviors by editing **On Click** actions of these buttons from the Event Editor window. (Select the question, then double click the button to launch the Event Editor.)

In the rendered presentation, the object functions as follows:

Only the *question* (2), the *answer box* (3) and the *Submit* button (7) are displayed. The user is expected to click inside the box and enter some text.

When the user responds, the presentation compares the answer with the reference answer (which is previously defined by the author).

- If the answer is correct, the actions defined in **On Correct** tab are taken. (which typically is to display the **On Correct** response (4))

- If the answer is incorrect, the actions defined in **On Incorrect** tab are taken. (which typically is to display the **On Incorrect** response (5))

- If the user tries to leave the answer incomplete, the actions defined in the **On Incomplete** tab are executed. (which typically is to display the **On Incomplete** response (6))

Apart from this primary behavior, the object also has secondary behaviors.

To set up all behaviors of the object, double-click on the *Target area*. This launches **Event Editor** with the object's current settings in the following tabs: *Value*, *Settings*, *On Correct*, *On Incorrect*, *On Incomplete* and *On Timeout*.

You have to set up the behavior of each button separately. Double-click on the button to launch **Event Editor** with the button's current settings in the following tabs: *On Click*, *On Rollover* and *On Rollout*.

Question – Fill In Multiple Blank

The **Fill in multiple blank** type **Question** is an interactive object.

By default, it consists of seven separate elements, as shown below:

However, you have the option to add/remove answers, add a *Hint* message, and three buttons: **Clear**, **Skip** and **Back**, which function as follows:

Clear	Clear all user input on the question, e.g. make text fields empty, uncheck radio button/check box.
Skip	Go to the next slide.
Back	Go to the previous slide.
Submit	Get user input, evaluate, and execute suitable actions.

User can change these default behaviors by editing **On Click** actions of these buttons from the Event Editor window. (Select the question, then double click the button to launch the Event Editor.)

In the rendered presentation, the object functions as follows:

Only the question (2), all answer statements (3a) with their corresponding input boxes (3b) and the **Submit** button (7) are displayed.

The user is expected to click in these input boxes and type his answers.

- Note that although this example shows the answer boxes at the end, you can easily place

them in the middle of the sentences: Just type a few spaces in the middle of the answer sentence, and then drag the input box over this blank area of the answer. Re-size the input box size, position, text style, etc as required. When the user responds, the presentation compares the input text strings with the reference answers (which are previously defined by the author).

- If the answer is correct, the actions defined in **On Correct** tab are taken. (which typically is to display the **On Correct** response (4))

- If the answer is incorrect, the actions defined in **On Incorrect** tab are taken. (which typically is to display the **On Incorrect** response (5))

- If the user tries to leave the answer incomplete, the actions defined in the **On Incomplete** tab are executed. (which typically is to display the **On Incomplete** response (6))

Apart from this primary behavior, the object also has secondary behaviors.

To set up the general behaviors of the object, double-click on the *Target area*. This launches **Event Editor** with the object's current settings in the following tabs: *Settings*, *On Correct*, *On Incorrect*, *On Incomplete* and *On Timeout*.

To set up the reference text for each answer, double-click on each input box.
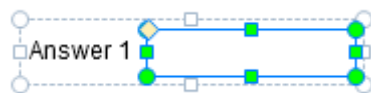
(Note: To reach the input box, you may have to click on the answer first, and then click on the input box. Once the input box is selected, you can double-click on it.)

This launches **Event Editor** with the current settings for this specific answer. Each tab of the **Event Editor** defines the object's response to a different event, as shown below: *Value*, *On Rollover* and *On Rollout*.

Repeat this for each input box (for each answer).

You have to set up the behavior of each button separately. Double-click on the button to launch **Event Editor** with the button's current settings in the following tabs: *On Click*, *On Rollover* and *On Rollout*.

Question – Sequence

The **Question-Sequence** is an interactive object.

The default **Question-Sequence** object consists of six separate elements, as shown below:

However, you have the option to add/remove answers, add a *Hint* message, and three buttons: **Clear**, **Skip** and **Back**, which function as follows:

Clear	Clear all user input on the question, e.g. make text fields empty, uncheck radio button/check box.
Skip	Go to the next slide.
Back	Go to the previous slide.
Submit	Get user input, evaluate, and execute suitable actions.

User can change these default behaviors by editing On Click actions of these buttons from the Event Editor window. (Select the question, then double click the button to launch the Event Editor.)

In the rendered presentation, the object functions as follows:

The question (2), all answers (3) and the buttons (6) are displayed. The answers are shuffled randomly each time the question shows. The user is expected to drag and drop the answers so that they have the same order as the author placed them.

Apart from this primary behavior, the object also has secondary behaviors.

To set up all behaviors of the object, double-click on the *Target area*. This launches **Event Editor** with the object's current settings in the following tabs: *Settings*, *On Correct*, *On Incorrect* and *On Timeout*.

You have to set up the behavior of each button separately. Double-click on the button to launch **Event Editor** with the button's current settings in the following tabs: *On Click*, *On Rollover* and *On Rollout*.

Question – Drag-n-Drop

You should read **Creating Drag and Drop Interactions** to have basic concepts about drag and drop, as well as useful tips before reading this section.

As mentioned, Drag-n-Drop Question is a type of Question that includes multiple drag sources, drop targets and require learners/viewers (who take the output simulation) to map them correctly.
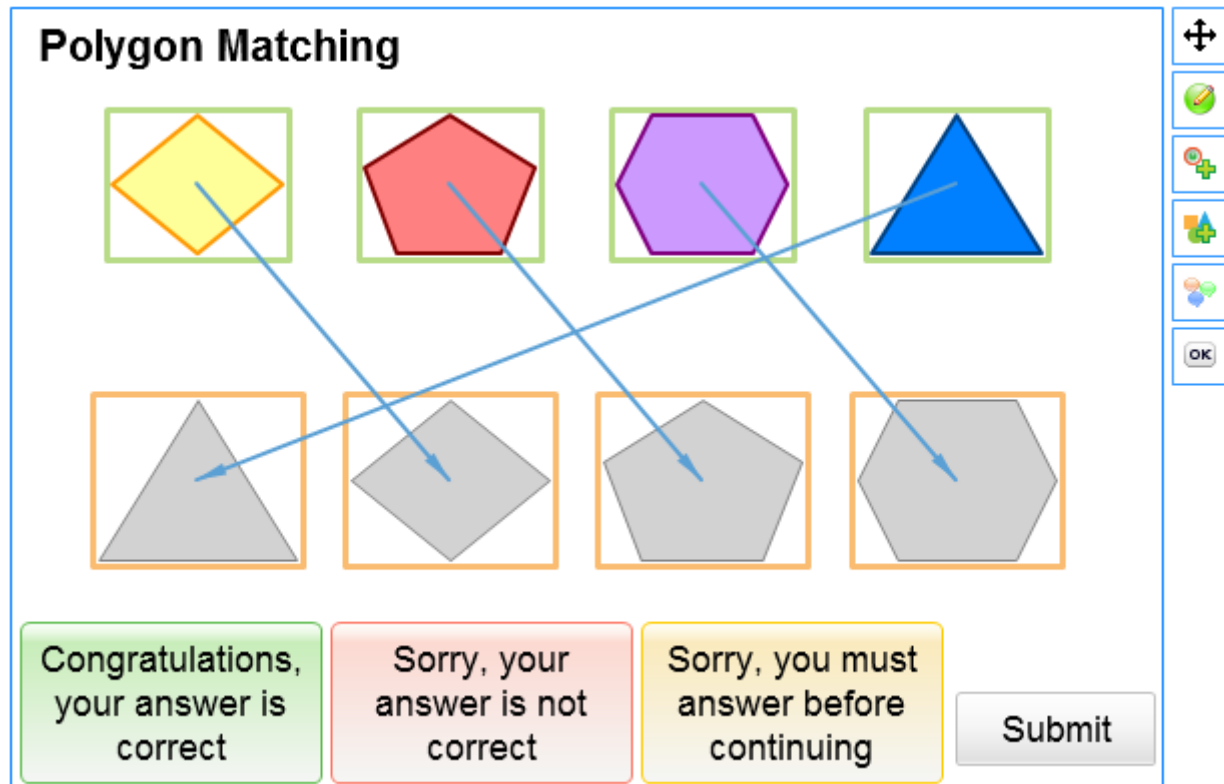
To insert new shapes, images, drag source – drop target pairs, feedback messages or buttons, select the question then click on the corresponding tools on the right side of the question.

To edit event – actions of the question, refer to the section for the **Answer** tab in the **Event Editor** window.

You can also edit event – actions for each drop target, refer to the section for the **Accepted Drag Sources** tab in the **Event Editor** for more details.

Shape
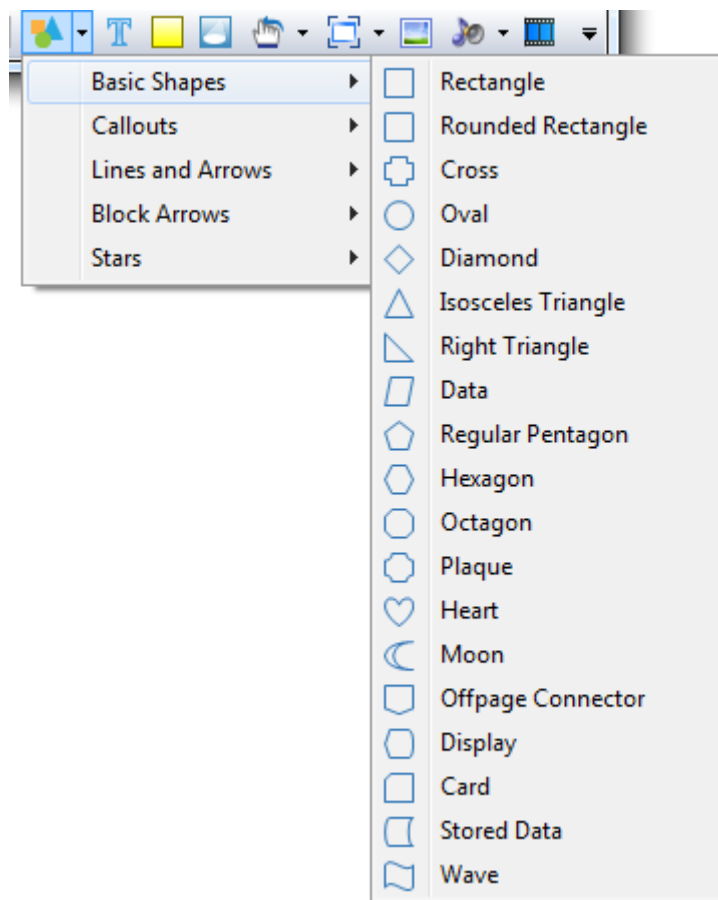
ActivePresenter offers five shape groups with many shapes in each group. You can insert any of them.

After inserting a shape, you can do the following:

- Click the text area of the shape and enter text. If the shape has no text, you can right-click the shape then select the **Edit** item from the popup menu. You can also select the shape then press **F2** to start editing the text.

- Drag the shape to a new position.

- Drag the handles to resize the shape.
  If you make the shape too small, some text may be clipped or hidden. Therefore be careful while resizing the frame.

- Drag the yellow diamond ◆ to change the dimensions/appearance of the shape.

- Use the context menu and change the shape type.

- Use the context menu to change the style of the shape.

- Double-click on the frame of the shape to launch the **Properties** window and change its properties.

- Click on the **Properties** ⬤ button to launch the **Properties** window.
  Now you can edit all the properties of the object in one place.

- Use the **Properties** pane in the **Editor** window to edit most of the properties.

Text Caption

A **Text Caption** object is a rectangular shape that can contain multi-line formatted text.
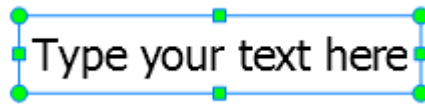
In fact, the **Text Caption** is a variant of the **Shape** object, where only the text is given prominence, and the **Fill** and **Line** attributes of the shape are muted.

Therefore the discussion for **shapes** applies here too.

Highlight

A **Highlight** object is used to draw the attention of the viewers to a certain part of the screen.
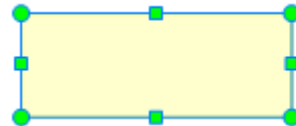
Think of a **Highlight** as a variant of **Shape** object, where the text and border line are removed and the background is made semi-transparent (50% transparency).

Therefore the discussion for **shapes** applies here too.

Spotlight

A **Spotlight** object retains the original brightness within the shape, and darkens the rest of the screen. Thus it is able to instantly draw your attention irresistibly to even a tiny part on the screen.

A **Spotlight** is a more aggressive version of **Highlight**, where the rest of the screen is *not* darkened.
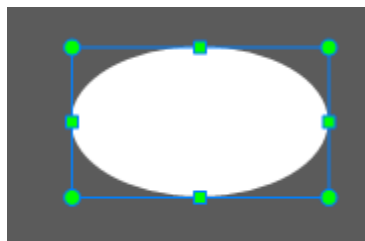
Like the other objects, a spotlight too is a Shape object with special attributes. Therefore all the discussion of the **shapes** applies here too. The only exception is that the Properties pane actually shows the property of the area that lies OUTSIDE the shape (not *inside* it).

Feedback

The **Feedback** object shows the user's mouse and keyboard activity when the rendered

presentation is playing.
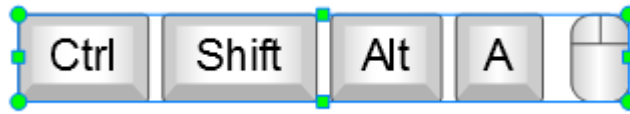
When the interactive presentation is run, any keyboard or mouse inputs provided by the user are displayed as follows:

CTRL+P	
CTRL+Left-click	

This is useful in on-screen demonstration of any software, where the audience can clearly see the actions of the presenter.

Therefore it is placed where it will not obstruct the parts of the screen where action is going on; but at the same time it should not be placed too much away from action, because in that case your eyes would have to constantly flit to-and-fro between the action and the indicator, which is very tiring.

Gesture Effect

The **Gesture Effect** object is usually used in demonstration mode which shows how the viewer interacts with software on the touch screen. Basically, it looks like an animated GIF image. ActivePresenter provides fourteen gesture effect types.

- Single Tap.
- Double Tap.
- Hold.
- Two Fingers Single Tap.
- Two Fingers Double Tap.
- Swipe Up.
- Swipe Right.
- Swipe Down.
- Swipe Left
- Rotate Left
- Rotate Right
- Pinch In
- Pinch Out
- Fingers.

You can insert any gesture effect from the **Annotation > Gesture Effects** menu.
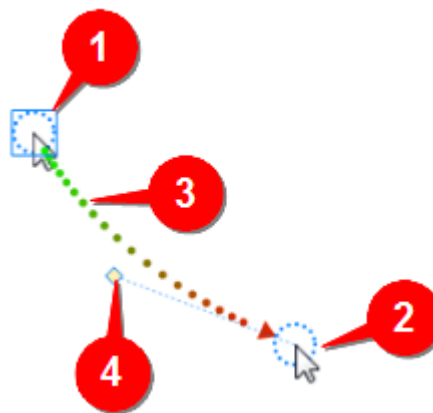
Cursor Path

This object represents the mouse movement and clicking.
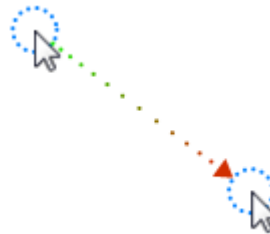
In practice, this object gets generated in two different ways:

- During the capture phase, ActivePresenter records your mouse-movements and converts them into such paths. (The figure above shows only one segment. In real life, ActivePresenter creates a complex path with multiple segments.)

- During the edit phase, you can edit the captured path or insert a new cursor path object by clicking on the 🔹 toolbar button or using the **Annotation > Cursor path** menu option.

In general, the idea is to add/delete nodes in the path, and to drag them to place them over buttons or other clickable objects in the canvas. Optionally you can add click points, where ActivePresenter produces the clicking sound in the rendered presentation.

Tip: When you insert a **Cursor Path** object, the whole object is selected so that you can move it to another position in the canvas. If you want to change the shape of the path, you will have to select its individual elements and drag. To do so, first click anywhere in the canvas. This deselects the path. Now click on any element of the path and drag.

When you add a **Cursor Path** object, ActivePresenter inserts a **Start point** (1), an **End point** (2) and a dotted line (3) that represents the **movement path of the pointer** between these two points. The dotted circles mark the end-points (these markers are useful because you may want to turn off the mouse pointer during some segments, in which you need a handle *and* a positional reference to manipulate the path).

The line has green color at start, which changes to red at the end-point. A red arrow also shows the direction of cursor-movement. The spacing between the dots indicate the speed of the cursor on screen: Closely spaced dot means slower speeds. (Imagine the dots to be plotted at regular intervals of time; so the faster the cursor moves across the screen, the farther are the dots.) If the

dots are too closely spaced, the line appears as solid instead of dotted.

Note that a square denotes that Point#1 is selected at present.

This is more or less a straight line. But you can add more points by clicking anywhere on the dotted red/green line. At this moment, the pointer turns into a pencil. After inserting any point, you can drag that point to a new position. This gives the path a new shape.

Any given path segment can be made a curve or a straight line. Just select the start-point and from the context menu, select the **Straight cursor path** or **Curved cursor path** options (or click on the

or   buttons in the toolbar).

When you select (click on-) the start-point of a segment, ActivePresenter shows a **Control point** (4) associated with the end-point. In the example above, we had clicked on point (1), so ActivePresenter shows the control point (4), which is associated with Point (2). This control point is always tangent to the curve. You can change the shape of the curve by moving the control point.

The following figure shows two sets of experiments:
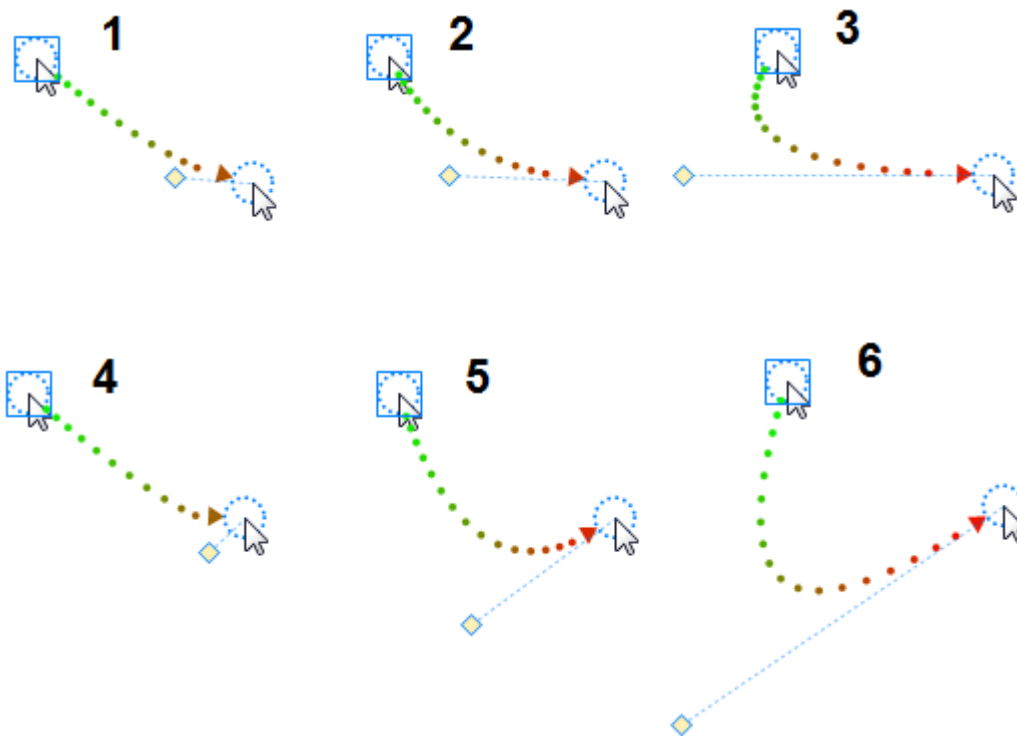
- Within each row, the diamond ◆ is shifted more and more away from the end-point. (See the progression between figures 1→2→3 and figures 4→5→6)

- Within each column, the diamond is rotated around the end-point by 45°. (Compare figures 1-4, 2-5 and 3-6)

Observe that-

1. As the yellow diamond ◆ is *moved away* from the end-point, the path becomes more curved. (Observe the progression in figures 1→2→3 and also figures 4→5→6).

2. As the diamond is *turned away* from the straight line connecting the start-point and the end-point, the curve also moves away from the center line. This shift is even more pronounced when the diamond is farther away from the end-point. (Compare figures 1-4, 2-5 and 3-6)

To replace the original pointer with other shapes, double-click on any end-point. ActivePresenter

pops up a cursor-selector window.
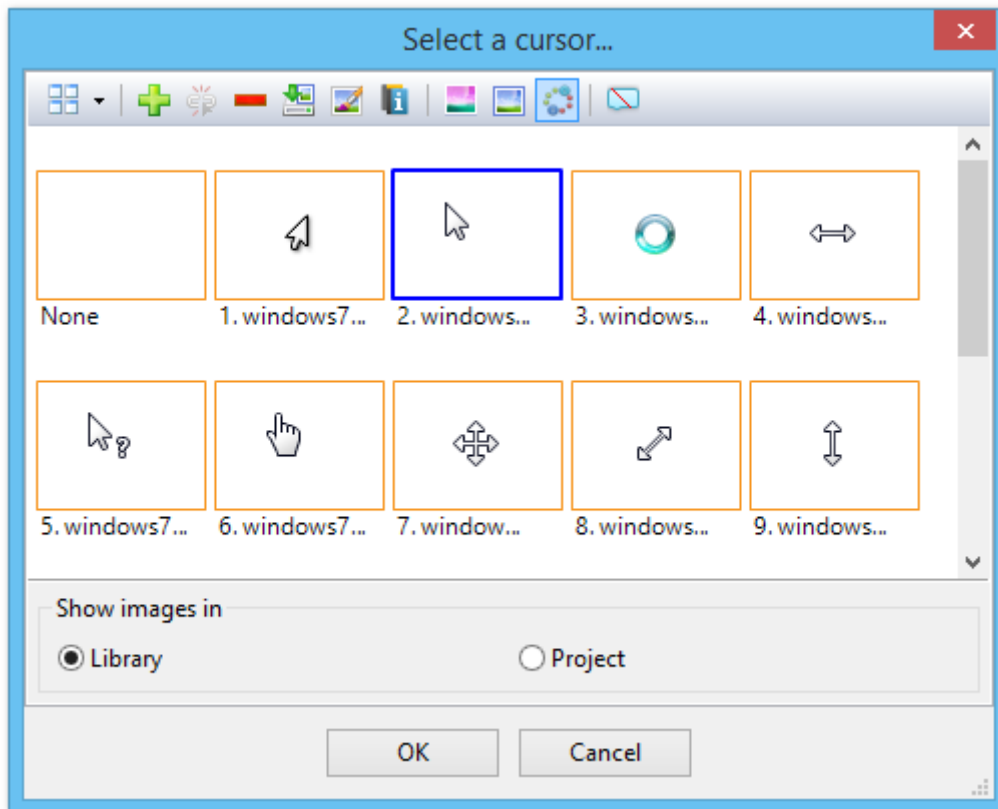
Make sure that **Library** option is selected at the bottom (the project is not likely to have any shape resources). Select any shape pointer and press **OK**.

In the following example, we have added a few points to the original line, and also changed the cursor for each of those interim points. When rendered, this line will keep changing the cursor shape along the way.
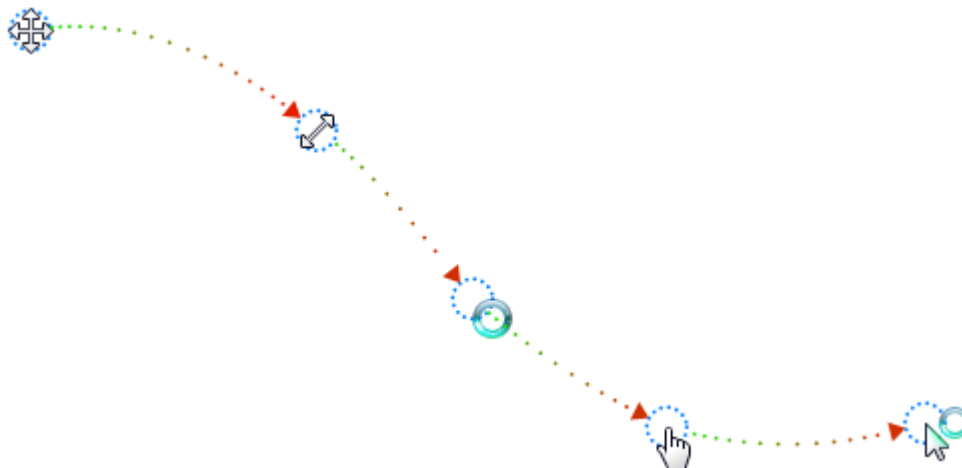
Also note how graceful the movement is, thanks to use of four control points.

Now let us manipulate the same cursor movement in time.

The following screenshot shows the actual movement on the screen and corresponding Timeline view.
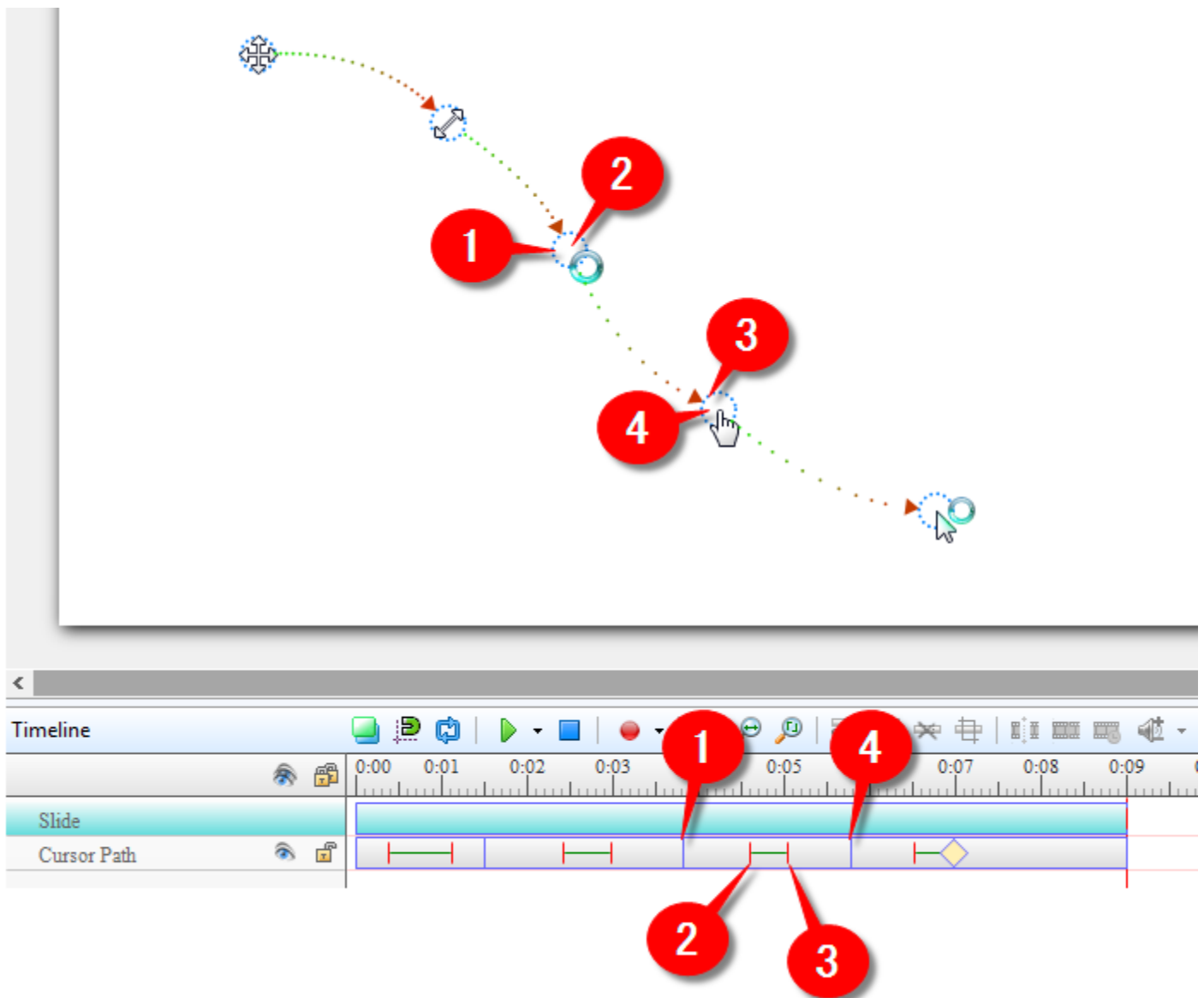
The screenshot shows the 3rd segment with four instants 1-4 marked on both the canvas and the Timeline.

From the Timeline, we can see that-

1. The purple vertical line starts the life of the segment.

2. The instant when the cursor starts moving is marked with a red vertical line.

During the 1→2 gap, the cursor is at rest (there is no movement), this is the Start Duration of the cursor.

The green line spans the duration of cursor movement.

3. The instant when the cursor stops moving is marked with a second red vertical line.

During the 3→4 gap, the cursor is at rest (there is no movement), this is the End Duration of the cursor.

4. The second purple vertical line denotes the end of the segment.

Adding A Click Point

The diamond ◆ on the Timeline shows a *click-point.* This is where ActivePresenter simulates a click by producing a "click" sound and click effect.

Any point on the cursor path can be converted into a *click-point.*: Just select the point by clicking on it, and then in the **Properties** pane, click in the **Click-point** check box.

Composing A Mouse Path

Here are a few tips for composing a realistic-looking path:

1. Avoid showing mouse all the time. It is OK if the mouse vanishes from the scene for a while.

2. Remove aimless wandering of the mouse: It is too much distracting. Replace them with straight segments.

3. Avoid using the mouse as a presentation pointer.

Jabbing the pointer at something may be OK for live demo, but in an *annotated* presentation, this is a sure sign of laziness! Instead, use shapes, zoom-n-pan or spotlight.

4. The resting periods are important in realistic depiction of the mouse-movement. In fact, they contain the clicking points (you cannot click while the mouse is moving).

5. When you are narrating something, keep the mouse at rest.

6. *Before* clicking any important control, first prepare the viewer, by (a) describing which control you are going to click, and (b) what will be the consequence of that action. That way, he will be able to observe the action closely and correlate the happenings on the screen.

It is a poor practice to first do something and then tell the viewer about what you did. While he struggles to make sense of what you said, he would lose track of what you say next!

Continuation Of Cursor Path Between Slides

Normally, when you drag the end-points of a cursor path, ActivePresenter will also move appropriate end-point in previous or next slide to ensure a smooth non-abrupt movement of the cursor in the rendered presentation.

Let us understand this with an example: In the following figure, the end-point of the cursor path (1) on one slide has the same coordinates as the start-point of the cursor path (2) in the next slide.

As result, when the rendered presentation transitions from the first slide to the next slide, the
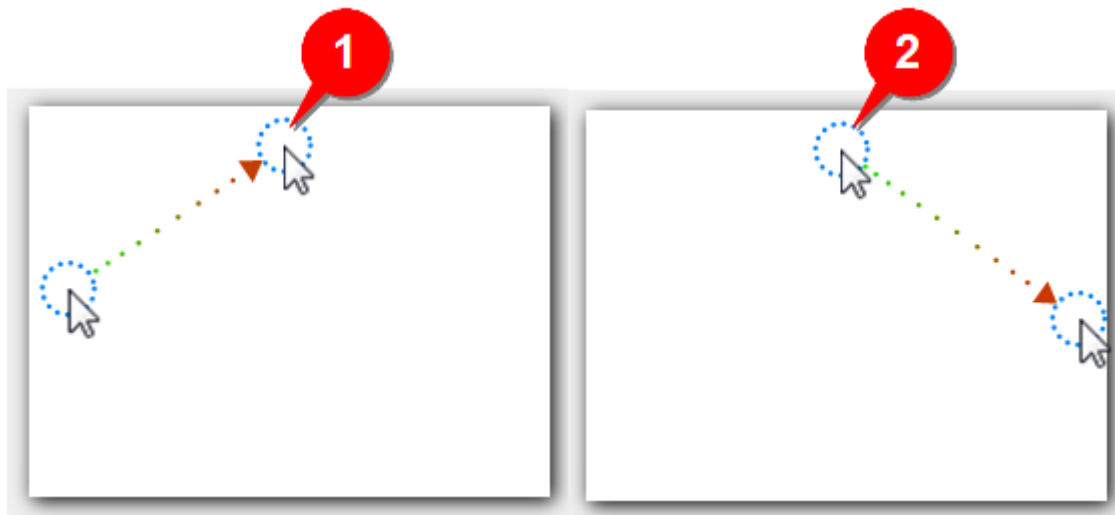
movement of the cursor appears to be continuous (without any jerks).

If you move the end-point (or the start-point) in any one slide, ActivePresenter automatically moves the corresponding matching point in the other slide, to again match their coordinates:

However, in rare cases, the cursor path is out of sync (e.g. when you delete a slide that is in the middle, or delete the cursor path in that slide). This results in an abrupt movement of the mouse cursor in the rendered presentation when the slide changes.

To avoid this, you can again "stitch together" the ends of cursor paths of adjoining slides, using the ⬅ and ➡ buttons (or by r-clicking on the start/end point and using the context menu options).

This will snap the start/end-point of the cursor path in current slide to the appropriate end/start-point of cursor path in previous or next slide.

Zoom-n-Pan

The zoom-n-pan object shows ActivePresenter where to zoom during playback.

This is a re-sizable rectangle that must always match its aspect ratio to the project's aspect ratio.

Let us understand this with an example:

In the following screenshot, the image of the Taj Mahal occupies the entire screen. Now imagine you were standing on the right minaret; and therefore you would like to zoom in that minaret.

To do this, insert a zoom-and-pan object, and move it over the minaret. Make it small enough so that the zoomed in view focuses there.
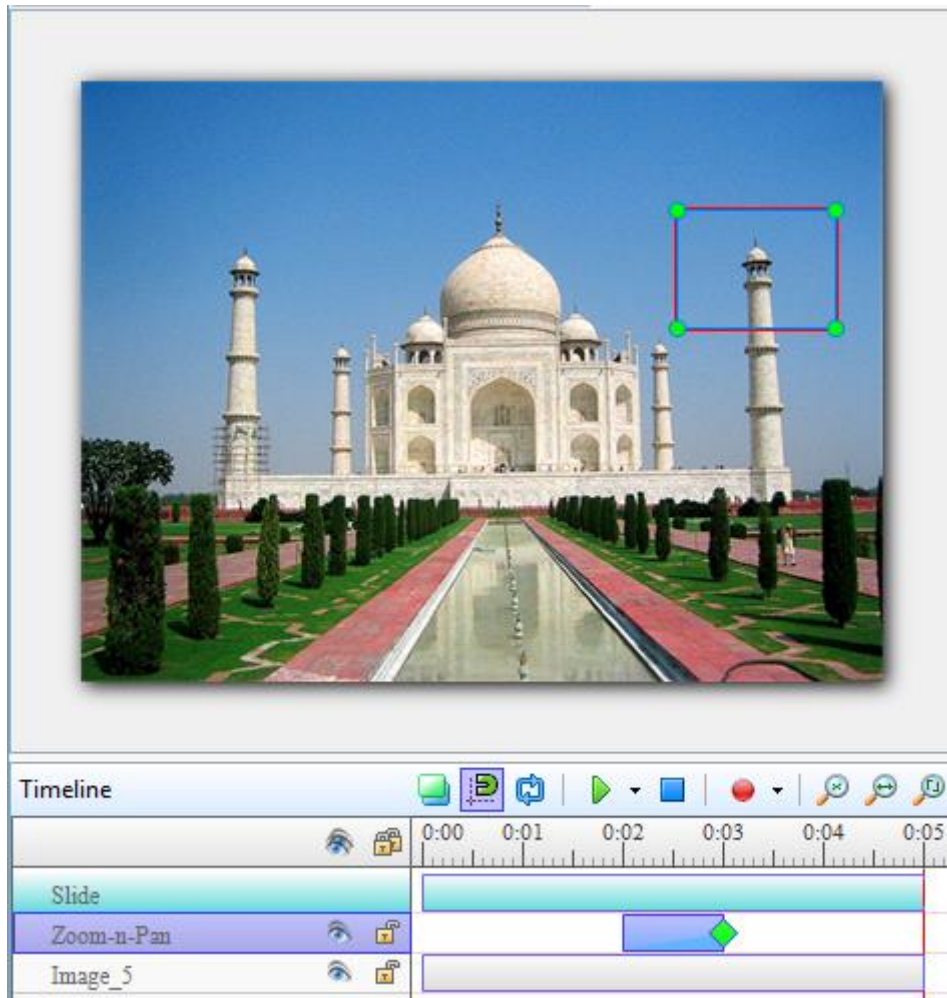

In the Timeline, adjust the onset and duration of the Zoom-and-pan object.

- The zoom should not be too fast, otherwise it becomes nauseating.

When this slide is rendered, the camera shows the entire scene, and then zooms in *and* simultaneously pans sideways to the minaret.

Note that the zoom-n-pan object has a one-way effect: When it ends, it does not restore the zoom back to normal. So the camera will keep looking at the minaret till the slide ends.

If this were a movie (instead of an image), this would not be acceptable at all!
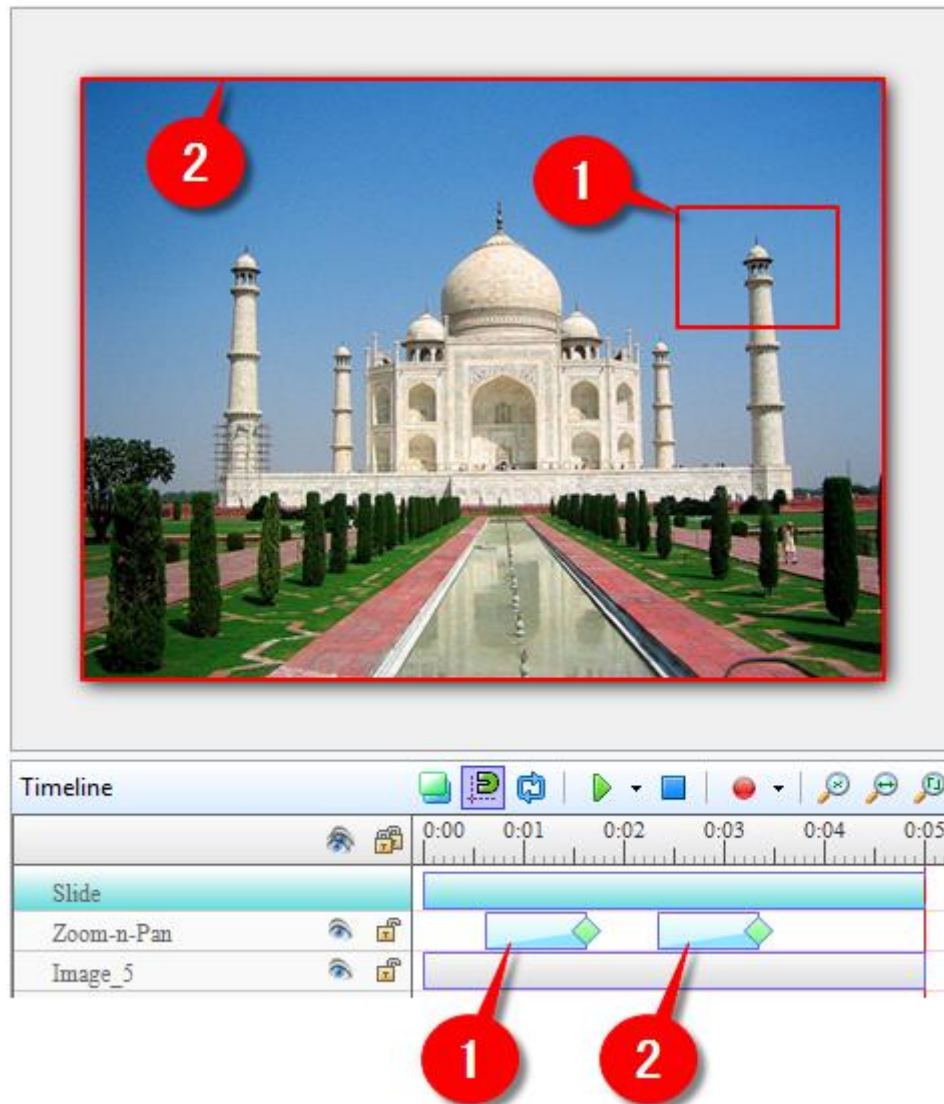
Fortunately, there is a trick: Use another zoom-n-pan object to zoom back to normal.

Re-size it to cover the entire canvas. On the **Timeline**, place it apart so that you have a few seconds of close up at the minaret (the camera should not start zooming out abruptly). Set its duration so that the zooming out is smooth and unhurried (it should not be too fast).

The combined effect of the two zoom-n-pan objects will be what you need.

Closed Caption

The **closed captions** ("CC") are exactly like subtitles you see during a movie. Actually the key term is *Captions.* The qualifier term *"closed"* means that the *user* (and not the author-) has the power to display or hide the CC lines.

The above screenshot shows only one CC line, which typically lasts for a few seconds on screen.

A typical slide would have tens (or hundreds) of such CC lines. All of those CC lines belong to one single CC object.

The screenshot below shows three CC lines in the **Timeline** pane. The duration of each line is shown with a yellow rectangle (time bar). All of them are part of a single CC object.
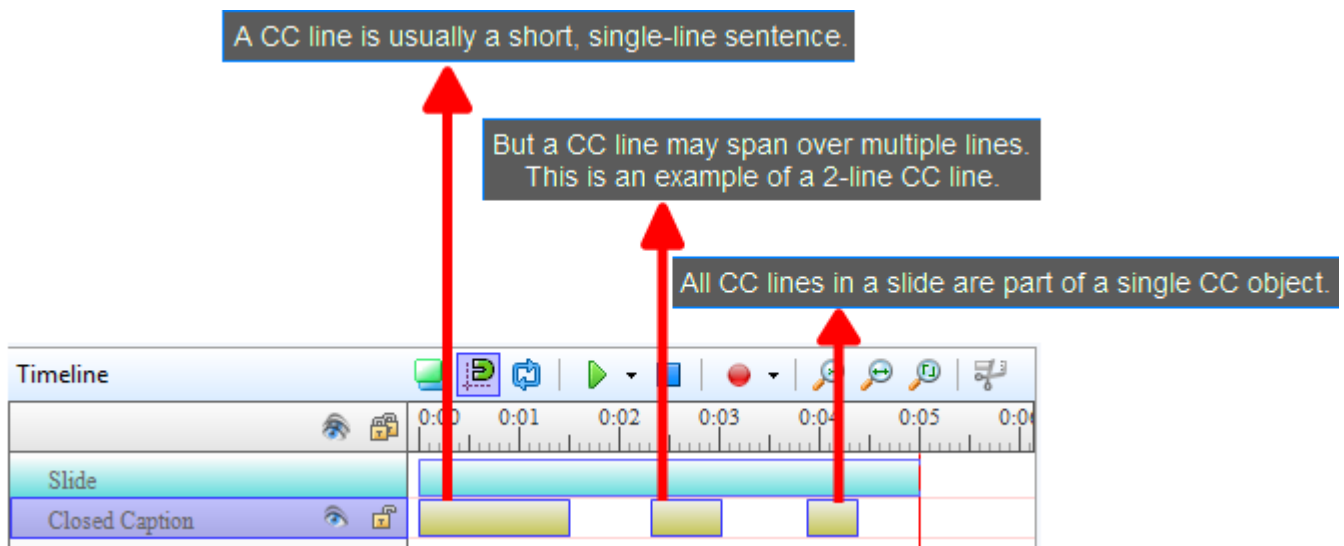
A CC object is *quite* different from other object types:

1. Actually a CC object is a *virtual* entity: It is the aggregate of all CC lines that appear in a given slide. It does not have a shape of its own.

2. All CC lines in a slide are part of a single CC object.

3. You cannot have more than one CC object in a slide. On the other hand, a slide may not have CC object.

4. You can not change the position of the CC lines.

5. The visual attributes for all CC objects can be only set globally in the project: You cannot set a different visual attribute for each CC object.

In other words, if you change the style of the CC on one slide, it will be applied to the CC in all other slides of that project.

6. Usually a CC line is also converted into speech.

When converted, all lines of a CC object produce a combined single **audio object**.

To add a CC line(s) to slide, you have to launch the **Closed Caption Editor** from **Annotation>Closed Caption** menu, or by clicking on the CC button in the toolbar.

The following window is launched:
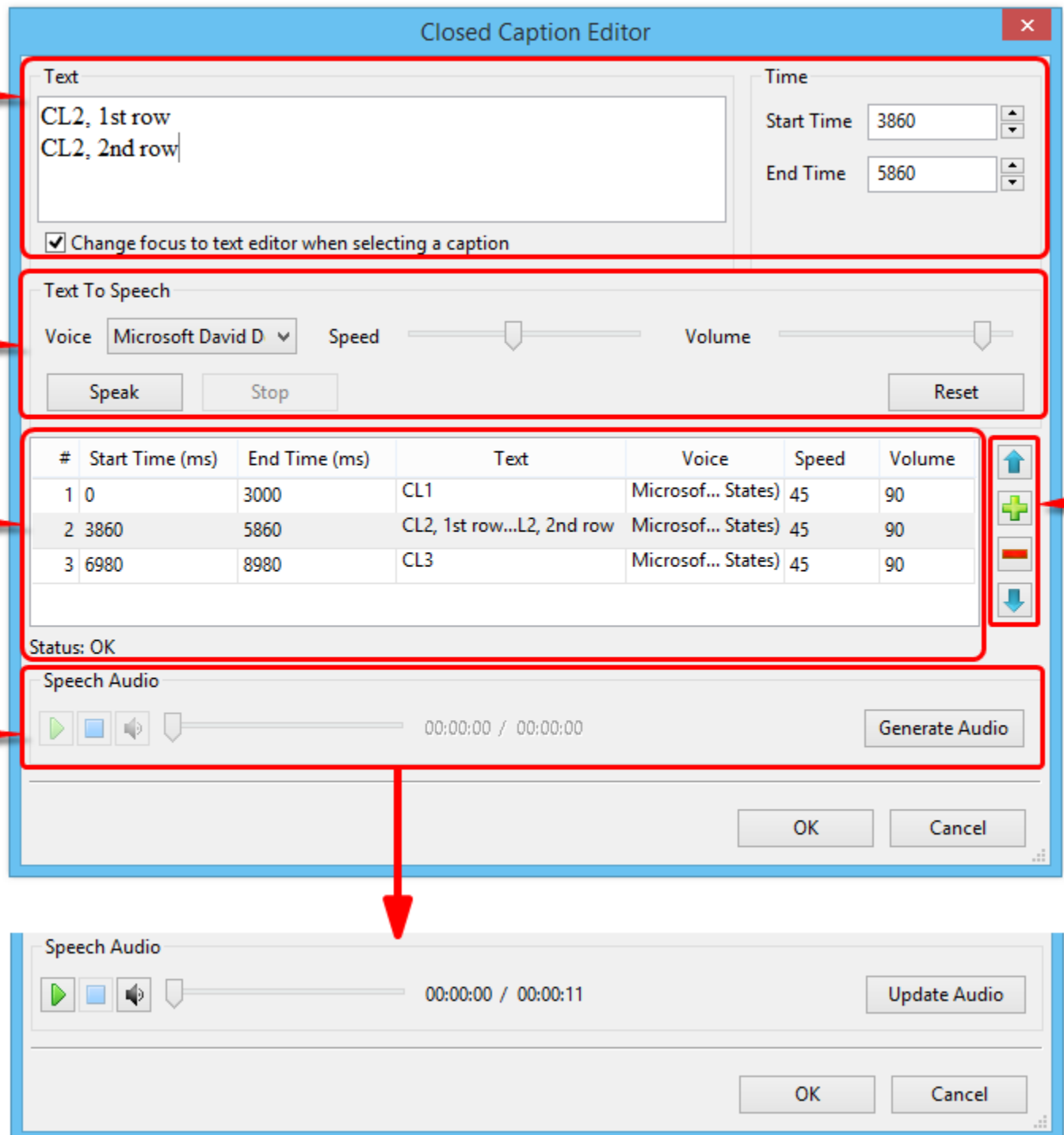
When launched, the **Closed Caption Editor** shows one dummy entry. Replace that with your real entry, as described below:

1. This is the **Text editor** section, where each CC line highlighted in the **CC stack** (3) is

edited.

When you start, the first line of the **CC Stack** is already loaded in the **Text Editor**. Click in the text box and enter the CC text. As you edit the line, this change is reflected "live" in the **CC stack** (3).

- ◦ Avoid long sentences and multi-line text, because your audience cannot read long lines while they are trying to study the slide.

- ◦ You can create a multiple-row CC line (as shown in the screenshot above).
  To create the second row, just press **Enter.**
  ActivePresenter stores a line break as *
*. If you want to remove the line break, delete *
*

Next, define the **start time** and the **end time** for this particular CC line.

- ◦ The star/end times are in milliseconds.

- ◦ Starting of the slide is taken as reference (t=0).

If the **Change focus to text editor when selecting a caption** check box is selected, whenever you click on any line in the **CC stack** (3), ActivePresenter automatically shifts the focus to the **Text Editor**, so that you can start editing that line straightaway. (If this check box is not selected, the focus remains within the **CC Stack**.)

2. This is the **TTS** (*Text To Speech*) section.

Each CC line can be converted to speech with its own individual setting of voice, speed and volume. Click on the **Speak** button to check the audio with the current settings. If you are not satisfied, change the settings and try again. (This button is only for trying out the settings: It does not create the TTS audio.)

- ◦ If the speed is too fast, the voice will sound cartoonish; and the words start merging into each other.

- ◦ If the speed is too slow, it will sound like a growl. Therefore a mid-range speed is best.

Remember: Using multiple voices (male, female) at different speeds makes the narration interesting. You can even use a different voice for each specific purpose.

Different male/female voices are available on the Internet, some of which have American or British accent. Select the accent that is suitable for your target audience.

3. This is the **CC Stack**. It contains all the CC Lines of the CC object. (A given CC object can have multiple CC lines, some of which can occupy 2-3 rows on the screen.)

You cannot edit the CC lines here. To edit a CC line, click on it. It appears in the **Text Editor** (1) and its settings appear in the **TTS section** (2). Now you can edit the text and the TTS settings.

4. This section contains buttons to handle the CC lines in the **CC Stack**.

The ✚ button adds a new CC line. The Text Editor is automatically set to edit this line.

The ▬ button removes the selected CC Line.

The ⬆ and ⬇ buttons move the selected CC Line up and down in the stack.

5. This is the **Speech audio** section.

It is for converting the composed CC into audio, and checking it out.

Initially, only the **Generate Audio** button is active. Click on it to convert all CC lines into an audio track.

At this stage, the appearance of this whole section changes (as shown in figure 5a):

ActivePresenter activates the audio player controls; and changes the **Generate Audio** button to **Update Audio**.

Check out the converted audio using the play ▶ button.

- ◦ If everything is fine, click the **OK** button. A new audio object appears in the Timeline. This object is independent of the CC object.
- ◦ If you are not happy with the audio, go back to the **CC Stack** and try editing the CC lines.
- ◦ You can also press **Cancel** instead. The audio object will not be created. All your recent changes in the CC lines will also be lost.

Note that all CC Lines in the CC Stack are converted together (individual lines cannot be converted into speech).

Adjusting Closed Captions In The Slide

If you have annotated the slide with shapes and zoom-and-pan, your captions (and TTS speech) must refer to the feature that is being highlighted at that particular moment.

However, this does not happen automatically. There may be several sync problems:

- The CC may run into the subsequent scene which has no relation to what the CC is talking about.
- The converted audio may interfere with an audio embedded in the slide during capturing phase.
- The converted audio may overlap with TTS audio of other objects (shapes, for example)
- The converted audio may overlap with other stand-alone audio/video objects

You will have to check the presentation for these problems and sort them out.

To synchronize the captions with your annotations, go back to the slide and look at the Timeline. Each caption appears in the Timeline as a separate bar. Look at its relationship with the other objects in the Timeline, and adjust the bars.

- Display each caption for adequate time so that your audience can read it comfortably. So longer captions need more display time.
- If you have used TTS narration, it needs to be read fully while the corresponding feature is still highlighted.

This is not a problem for most objects, as you can simply lengthen their bars in the **Timeline.** In case of a video, you can freeze the frame for a few moments till the narration and caption play out. After that, resume the play.

When you adjust the caption bars in the **Timeline,** these changes are reflected in the **Closed Caption Editor**.

Let us see all this with an example:

The following screenshot shows our Taj Mahal project. It shows three bars in the **Closed Caption** row, which means there are three captions.
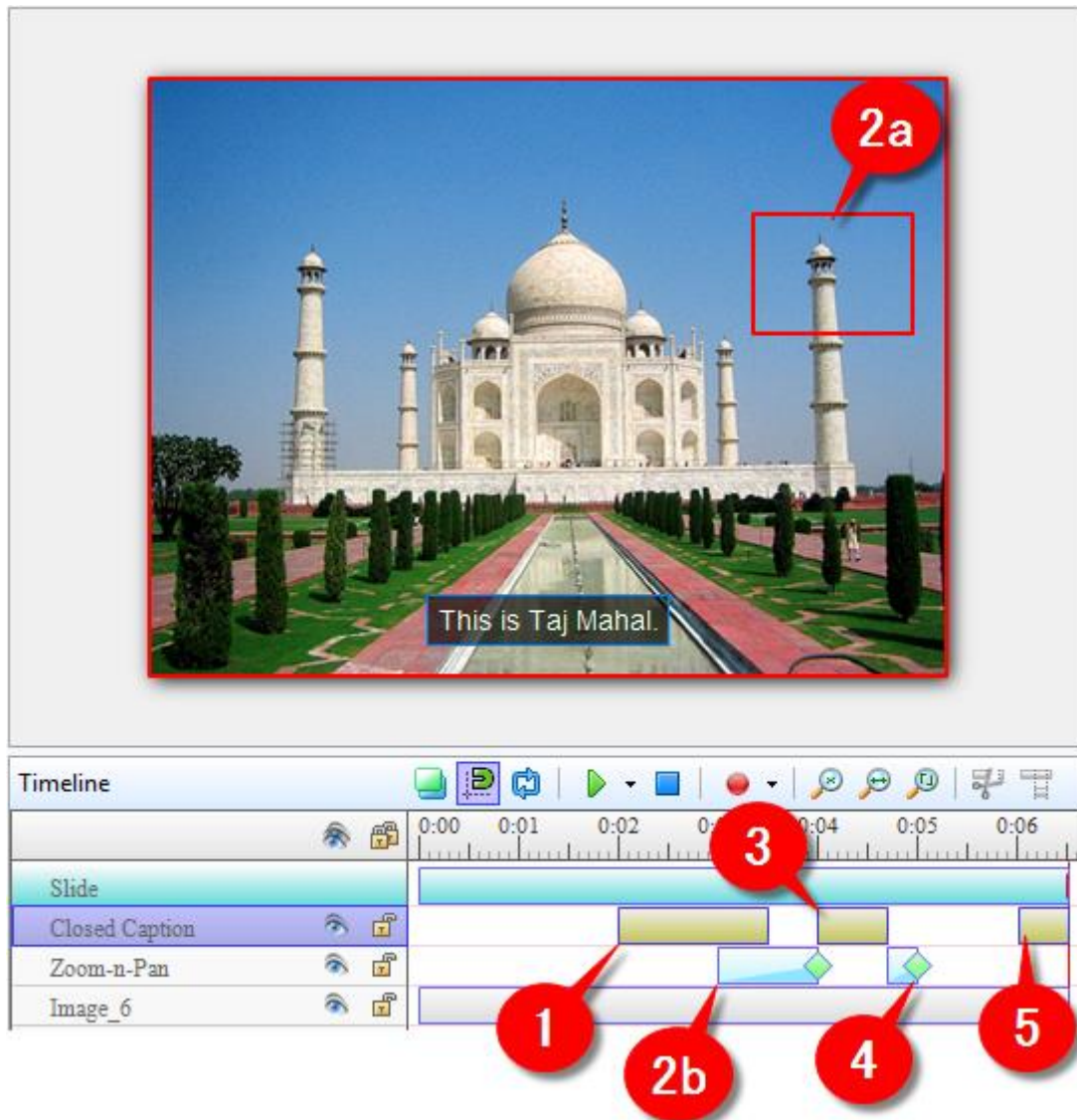
The bars in **Timeline** were adjusted as follows:

1. The first caption introduces the Taj. Therefore it must start *after* a couple of seconds. Therefore the start point of this bar was pushed back by 2 seconds.

The duration of the bar was adjusted so that the audience can read the text comfortably.

2. The intent was to zoom-n-pan to a minaret (2a), and reveal an amazing fact that the minarets are intentionally built tilted, so that from afar, they *actually* look perfectly vertical.

So the zoom-n-pan (2b) takes the viewer to the minaret.

3. Once the view is zoomed in, the caption is displayed.

Since this is a longer sentence, more time is given to it.

4. Another zoom-n-pan brings the view back to normal. This is intentionally done at a faster pace, because we are only reverting to the full view that was already there.

After this, a small gap is allowed so that the audience can reorient itself.

5. Now the final caption begins. Adequate time is given so that the audience can read it comfortably.
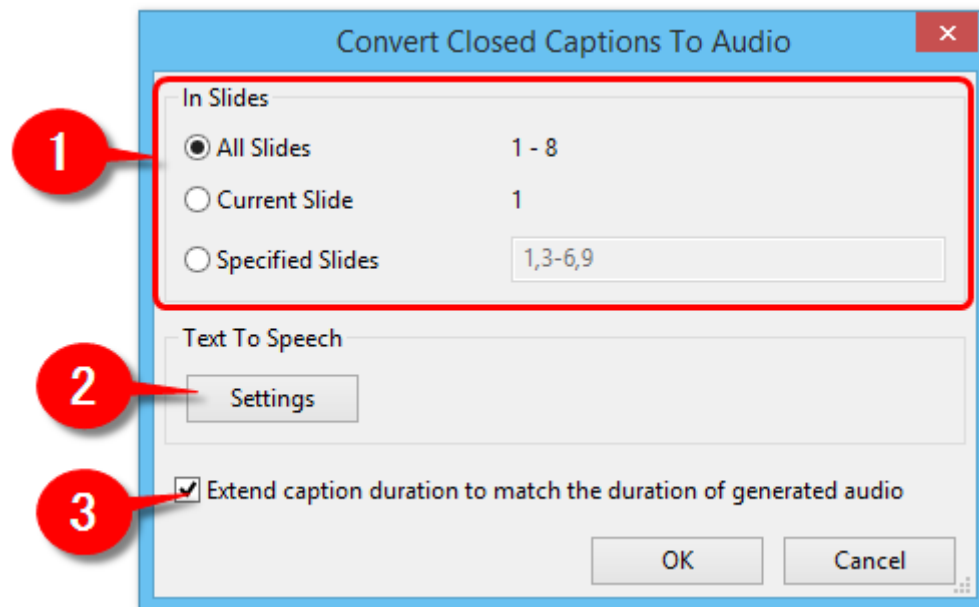
If you launch the Closed Caption Editor now, the adjusted timings of the captions are reflected in it.

Converting All Closed Captions To Speech

ActivePresenter provides a batch operation to convert all CC objects into speech in one stroke.

Select the **Edit> Convert Closed Captions to Audio** menu option.

The following window pops up:

In the top section (1), define the slides where you want this convert CC to speech.

- You can do the conversion in all slides of the project, current slide or specific slides.

- To limit the conversion only to specific slides, enter the comma-separated list in the input box.
  You can enter a range by separating the slide numbers with a hyphen. For example, "*3-6*" means slide# 3, 4, 5 and 6.

Next, set the TTS parameters by clicking on the **Settings** button (2).

The following window appears:
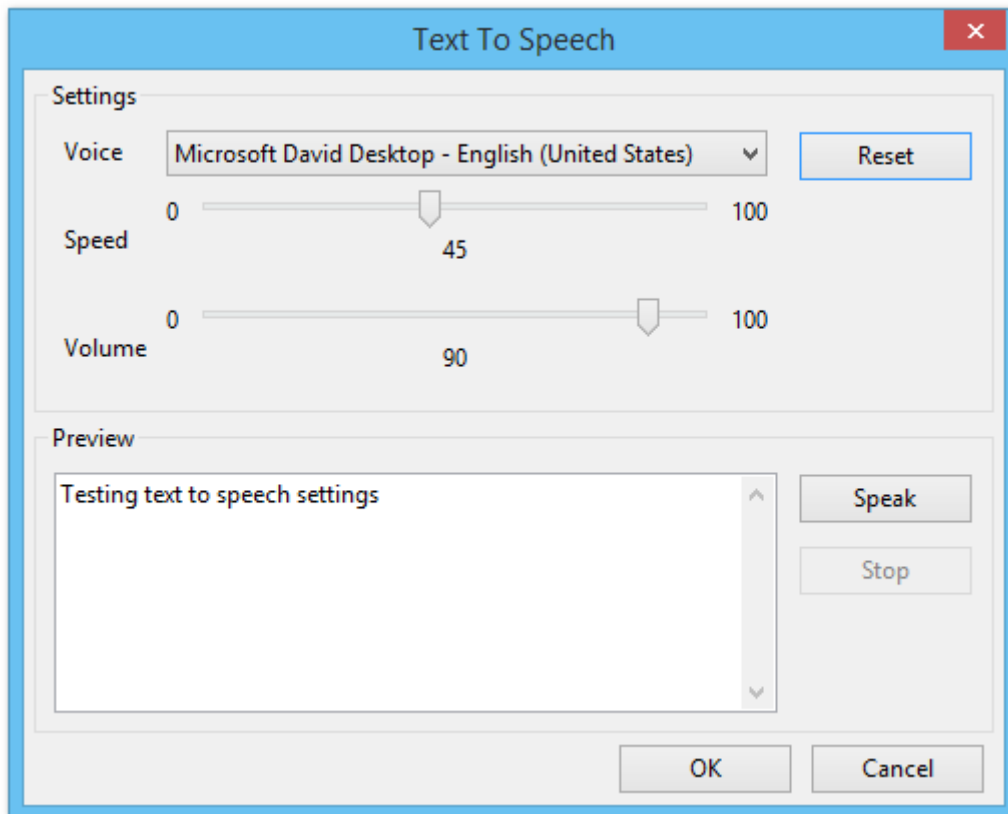
Select the TTS voice, adjust the speed and volume.

To check the settings, enter a test sentence in the **Preview** input box, and click on the **Speak** button.

If your results are not OK, change the parameters and try again. Repeat this cycle till you are satisfied.

If your settings are too unsatisfactory, click on the **Reset** button and start over.

When you are satisfied, press **OK** to return to the main window.

In the main window, the check box at the bottom (3) extends the duration of each CC object to match the duration of the converted speech.

This may cause sync problems:

- The CC may run into the subsequent scene which has no relation to what the CC is talking about.

- The converted audio may interfere with an audio embedded in the slide during capturing phase.

- The converted audio may overlap with TTS audio of other objects (shapes, for example)

- The converted audio may overlap with other stand-alone audio/video objects

You will have to check the presentation for these problems and sort them out.

Note that even if you have already converted the captions for many CC objects, you can still launch this operation safely, without any adverse effects.

Miscellaneous Tips

Here are some general tips for using Closed Captions:

- Always ensure correct spellings!

- Use words that match the actual voice narration. Do NOT try to paraphrase.
  Otherwise the audience may find it very hard to read the Closed Captions.

- Use **punctuation** to clarify the meaning.

If a sentence ends normally, use the appropriate mark (**.?!**) at the end. However, a sentence that is left unfinished should end with an ellipsis (**…**).

- Translate foreign words in parenthesis **( )**.

- Use *italics* (or ALLCAPS) to denote a new word or heavily emphasized part in speech.

- Show music or other sound effects in square brackets, such as [music], [door slams], [crowd at the bar], or [laughter].

- Use square brackets to describe any mood conveyed through voice-modulation, such as [whispers], [shouts], [menacingly], [croons], [sobs].

Always use the appropriate word to convey the *degree of intensity* of an action.

For example, *chuckles*, *smiles*, *laughs* and *guffaws* are all different!
Similarly, "*door closes*" and "*door slams*" convey entirely different moods.

- When the speaker is off screen, identify him/her by name.

- When more than one persons are on screen, identify the speaker by name.

- As a rule, show only one line of Closed Caption at a time.

An exception is when multiple people speak simultaneously: In this case, it is OK to show their sentences together; but always maintain the correct sequence (a sentence that starts first should be listed at the top of the Closed Caption stack).

Another exception is when one person is interrupted by another. Here, end the first (interrupted) sentence with a dash "–"; and place the second (interrupting) sentence in the second line.

Image

You can insert an image in the ActivePresenter presentation by clicking on the ▦ button (or using the **Annotation > Image** menu option).

Depending upon the context of the presentation, images are screenshots of applications, drawings (electrical, civil, mechanical, etc.) or photos of persons, products, places, buildings, etc.

After placing the image, you can place other annotations and explain the image (or parts of it).

Screenshot

ActivePresenter has a built-in facility to capture **screenshots**.

A typical application has a top level window, which in turn may have child windows that pop up to accomplish different tasks. The windows form a hierarchical tree. A window at any level (top/child) has objects (menus, panes, toolbars, controls, etc.). ActivePresenter allows you to take a screenshot of any of these windows/objects, which is then inserted in the current slide of your

presentation.

ActivePresenter has four different ways of taking a screenshot, which can be selected by clicking on the arrow next to the ⬜ ▾ button, or by using the **Annotation > Screenshot** menu option, and then selecting a sub-option.

The screenshot modes are described below:

Capturing A Window

To capture a screenshot of the target window or any object in it, select the ⬜ **Window** option**. ActivePresenter** can capture a window at any level of the application.

Use the mouse to select a window or its object (e.g. toolbar, pane, menus, etc.).

You can use the mouse click on the target applications normally (it does not trigger a screenshot).

As you move the mouse over different parts of the screen, ActivePresenter shows a red dotted

outline ⌐ ⌐ around areas that can be captured.

Note: You will find that ActivePresenter cannot detect some objects in certain target applications. This is because those applications have not provided **MSAA interface** for those controls. ActivePresenter typically captures the whole toolbar, because it is usually the lowest level child window.

When you find the correct area to be captured, press the **PrintScrn** key on your keyboard or **CTRL+Click**. ActivePresenter will capture the screenshot and place the image in the current slide.

Capturing An Object

To capture a screenshot of any object in any window, select the ⌗ **Object** option.

As you move the mouse over different parts of the screen, ActivePresenter shows a red dotted

outline ⌐ ⌐ around areas that can be captured.

Note: You will find that ActivePresenter cannot detect some objects in certain target applications. This is because those applications have not provided **MSAA interface** for those controls. Typically, ActivePresenter can capture the individual tools on any toolbar, depending on the accessibility support level of the target application.

When you find the correct area to be captured, press the **PrintScrn** key on your keyboard or **CTRL+Click**. ActivePresenter will capture the screenshot and place the image in the current slide.

Capturing The Full Screen

To capture a screenshot of the entire screen of your PC, select the 🟦 **Full Screen** option. (Some screen-capturing applications call this "desktop" mode.)

ActivePresenter will minimize its own screen, and capture whatever is visible on your computer screen. This may be a single application (running with its window maximized), or several windows of different applications.

ActivePresenter will then place this image on the current slide.

Be careful: This image is very likely to be larger than your slide. If you re-size it to fit the canvas size, the details in the image will get blurred, and the viewers may not be able to read specific details.

Capturing An Application or Region

To capture a screenshot of the top-level window of the target application, or a rectangular region of the screen, select the ☐ **Application or Region** option.
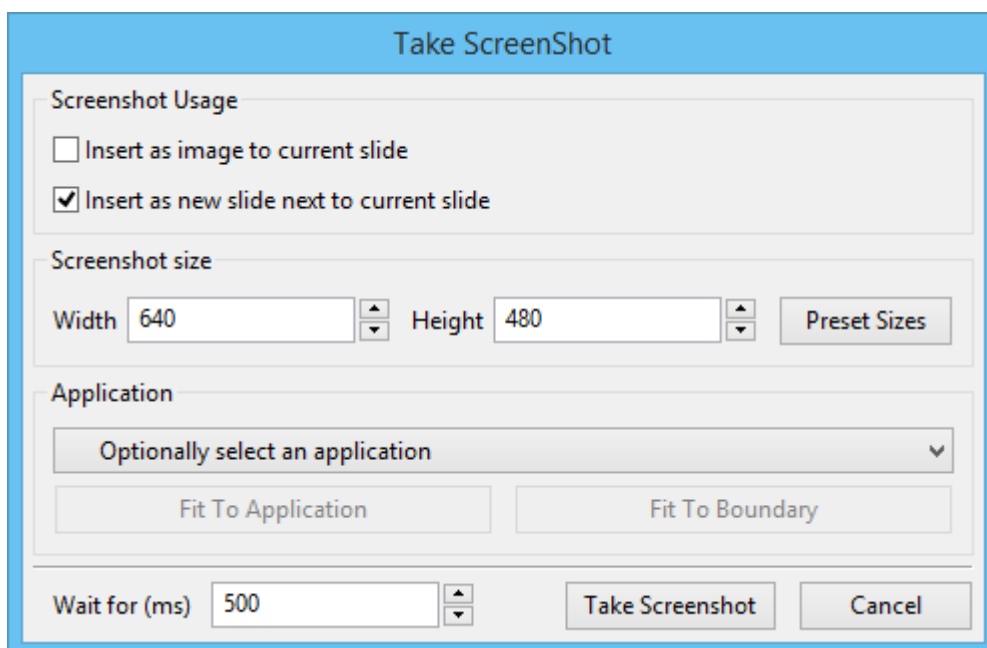
A target-seeker window pops up as shown below.
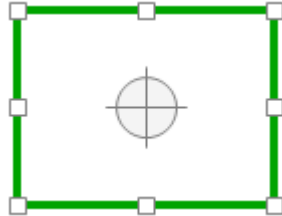
(A cross-hair in the middle of this window indicates that this is a target-seeker window.)

- Drag and position this window around the target part of the screen.

- Re-size the window by dragging its handles (tiny squares at the corners and middle of all sides).

The screenshot command window:

This window works as follows:

The **Screenshot Usage** section allows you to insert the screenshot as an image in the current slide, and/or as a **background image** of a new slide that is inserted after the current slide.

The **Screenshot size** section allows you to set the size precisely (instead of setting the size visually by adjusting the target-seeker window). When you set a size, the target-seeker window re-sizes to that specified size. The **Preset sizes** button allows you to select from pre-defined sizes.

The **Application** section provides you a drop-down list of all applications running on this PC that have a visible window. Generally you need to take the screenshot of an application, so this list should satisfy your needs.

The ⟳ button refreshes the drop-down list of all running applications. (If you have started a new

application recently, use this button to include it in the list.)

- The **Fit To Application** button fits the window of the selected target application to the target-seeker window's current size.

- The **Fit To Boundary** button fits (re-sizes) the target-seeker window to the selected target application's window.

The **Wait for** control allows you to take the snap after a delay (defined in milliseconds). Use this delay to quickly interact with the target application after you, and capture its response.

To take the screenshot, click on the **Take Screenshot** button.

Screenshot Options

The **Annotation> Screenshot** menu (or the [image] ▾ button) also contains a few options, as explained below. Note that the first three options work only when capturing a window at any level (not when you are capturing a region or an object).

- **Capture shadow (Windows Vista or later):** When an application's window is in *non-maximized* state, the Windows OS casts a drop-shadow around its border.

ActivePresenter has the option to capture this shadow while taking a screenshot of the target window.

Note that this drop-shadow is treated as part of the image, and not a shadow **property** of the screenshot image that is captured. In other words, you can add one more shadow to this captured image, with a different set of parameters (color, distance, angle, etc.)

- **Process rounded corners:** When an application's window is in *non-maximized* state, the Windows OS offers an option to display rounded corners.

ActivePresenter has the option to capture these rounded corners. If this option is turned off, the captured image will have sharp corners.

- **Use opaque background:** Windows Vista and later have the option to use Aero theme, where the borders of windows appear semi-transparent. While the windows look great, they also mess up the screenshot, because any text/images in the background will also show up through these borders.

ActivePresenter has the option to replace this transparency in the captured screenshot with an opaque border.

- **Show usage guide:** Shows a yellow text box that describes how to actually capture the screenshot when capturing windows or objects. If you are apt to forget the shortcuts, leave this display on.

Audio

An audio object is displayed on the canvas pane as the [image] icon, and its **Time Bar** is displayed in the **Timeline**. Note that the canvas icon is just a visual indicator to remind you that there is an audio in the slide: Its placement in the canvas is not important. This icon is not visually rendered in the final output.

In a **capture type project**, a new audio object is created when you narrate the operation of the target software.

Later, during the **edit** phase, you can add audio objects to the slide in four different ways:
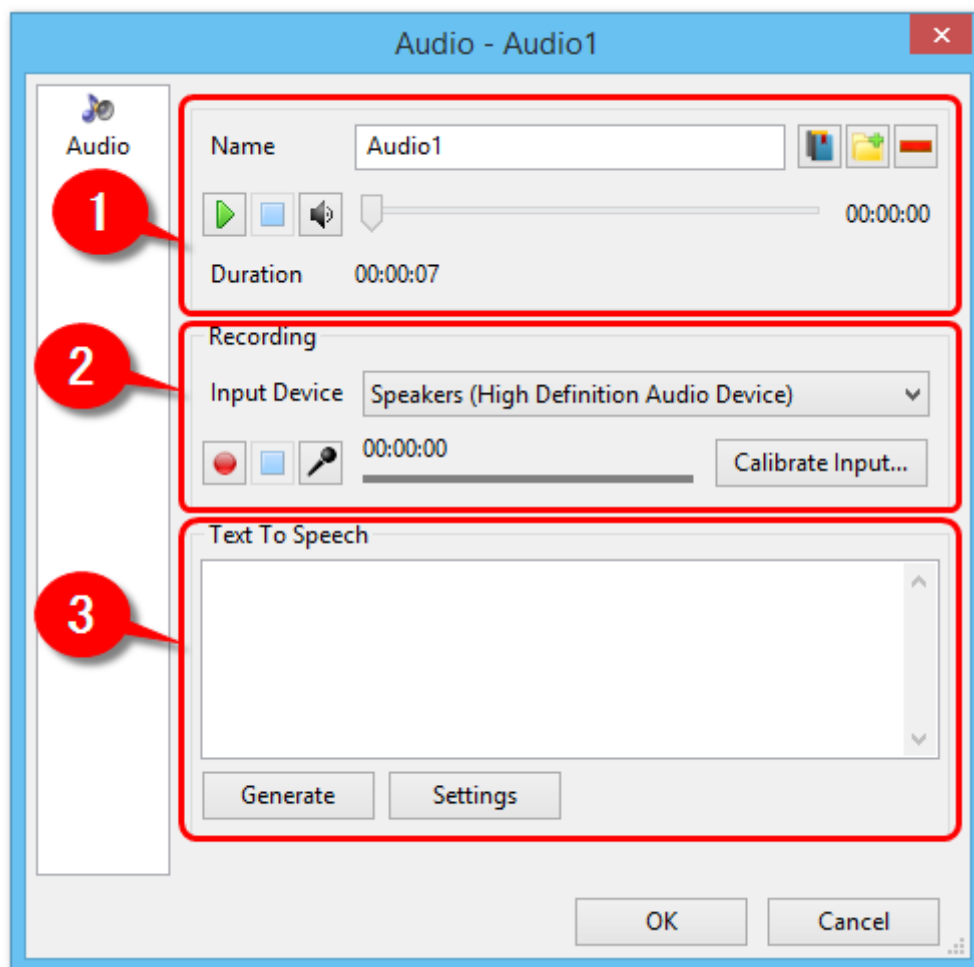
1. **Adding A Voice-over/Commentary (or Dubbing)**
2. Insert an audio file (mp3, ogg, wav, wma,...)
3. Record a new audio track
4. Convert some text to speech

The last three methods are described below.

In the **Editor** window of ActivePresenter, Select the **Annotation > Audio > Create New...** menu option. (Or click on the arrow of the [icon] toolbar button and select **Create New...** option.)

A window pops up:

This window lets you add audio in the current slide, as explained below:

1. This section allows you to add audio resources: Click on the [icon] button to insert a resource from the Library, or [icon] button to insert an audio (mp3, ogg, wav, wma,...) file from the disk.

The name of the audio resource appears in the box. You can edit this name.

The [icon] button is used to remove an existing resource, so that you can insert another resource.

The playback section allows you to play the track.

The **Edit** button loads the audio source in **Audio Editor**, where you can do basic editing.

2. This is the recording section, where you can create an audio resource by recording your own sound. (Typically your commentary).

The drop-down list allows you to select the input device (which depends on the hardware you use, Line input, Mic input, etc.).

The 🔴 button starts the recording. The 🟦 button stops the recording. The 🖉 button lets you adjust the level of input sound.

The **Calibrate Input...** button lets you calibrate the input sound level, so that you do not have either too faint a sound or a distorted sound. The calibration is explained **here**.
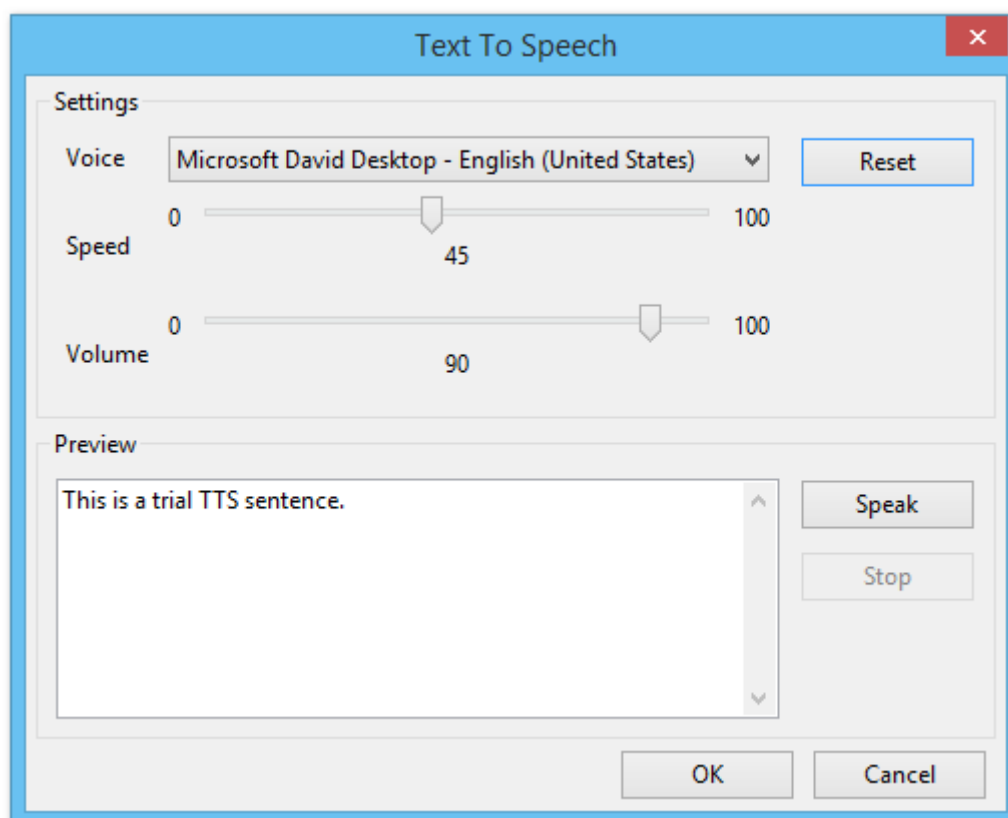
3. This section converts text to sound.

Click in the box and type any text here. Alternatively, copy text from other document or web page and paste it here.

Now press the **Generate** button. The generated audio appears in the top section of the window (1).

If you want, you can adjust the TTS settings by clicking on the **Settings** button.

This pops up another window:

Select a TTS voice, and adjust the speed and volume. To check out the settings, enter a test sentence in the **Preview** box and then click on the **Speak** button. The **Reset** button at the top restores the default settings.

You can associate another object with the 🔊 icon: Just double-click on the icon. The window appears again. Now select any other audio object and press **OK**.

Display Styles of Audio Objects

Depending on how the audio objects are created, they are displayed in three different ways:

1. When an audio object is inserted to the slide, an [icon] icon is displayed in the Canvas Pane (only during edit mode; not when the slide is being played).

The Timeline pane displays the Time bar of the object.

2. When an audio track is attached to an object (e.g. the sound track of a video), the Timeline pane displays its Time bar.

3. When a Closed Caption is converted into audio, a separate audio object is created. The Timeline shows a separate audio object.

In all cases, the time bar in the Timeline shows the actual audio waveform, which facilitates editing.

Properties Of Audio Object

The audio objects have the following properties:

| Property	Remarks
Name	A name generated by ActivePresenter, to identify the audio object uniquely. The name is simply "Audio_n", where *n* is an incremental counter number.
Audio	The media resource which selected object refers to. You can change it to another resource.
Loop	If selected, the audio is played in an endless loop (when the end is reached, the tracked starts playing from the beginning.)
Ignore Pausing	If this option is selected, even when the presentation is paused (e.g. to wait for user's input), the track will keep playing. Note that this control *cannot* ignore a pause command from toolbar of player. In other words, if the user pauses the presentation using the toolbar, the audio *will* pause.

Property	Remarks
Boundary	Physical placement of the 🔊 icon, measured from the top-left corner of the canvas. Change the placement if the icon is obstructing any other element.
Left	
Top	Note that this is only an indication that the slide has an audio track: During actual rendering, this icon is not used at all.
Start Time	This is the time when the audio track starts playing. The starting moment of the slide is taken as reference (t=0)
Duration	The duration of the audio track (in ms). This value is non-editable (grayed out).
Show in mode	Select one or more from- Demonstration, tutorial, practice, test.

Video

To insert a video into a slide, click on the 🎬 toolbar button or use the **Annotation > Video** menu and select an existing video file to insert. You can also drag an existing video file from Explorer and drop it onto the Canvas to insert.

Typically the next step is to re-size and re-position the video frame by dragging the handles on all sides and corners.

To change a video, double-click on the frame. The following dialog pops up:
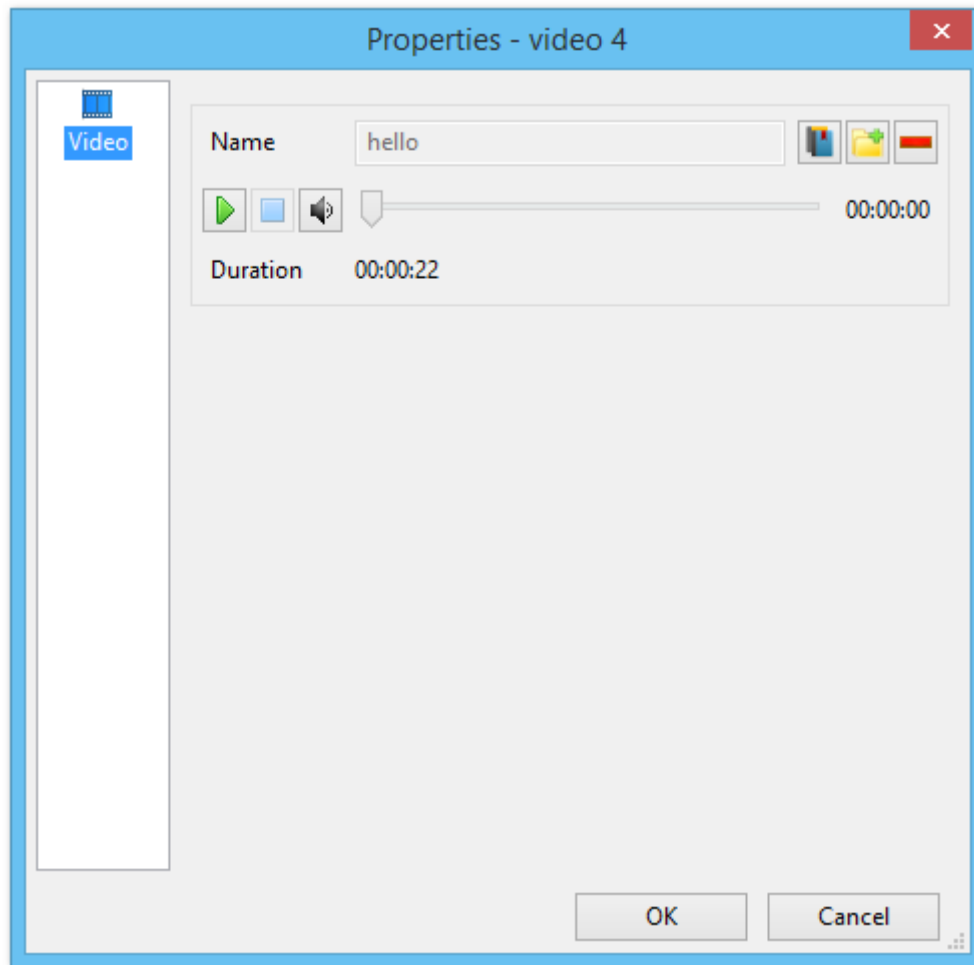
Click on the [icon] button to insert a resource from the Library, or [icon] button to insert a file from the disk.

The [icon] button is used to remove an existing resource, so that you can insert another resource.

The playback controls allow you to play the video and check it out.

You can insert multiple frames in the slide and play multiple videos simultaneously.

- Play two videos side by side in a *before-after* scenario, or
- Play multiple videos side by side to compare different techniques
  (e.g. bowling action, batting strokes, biking posture, running, etc.).

Properties Of Video Object

The video objects have the following properties:

Property	Remarks
Name	A name generated by ActivePresenter, to identify the audio object uniquely. The name is simply "Video_n", where *n* is an incremental counter number.

Video	The media resource which selected object refers to. You can change it to another resource.
Loop	If selected, the video is played in an endless loop (when the end is reached, the tracked starts playing from the beginning.)
Ignore Pausing	If this option is selected, even when the presentation is paused (e.g. to wait for user's input), the track will keep playing. Note that this control *cannot* ignore a pause command from toolbar of player. In other words, if the user pauses the presentation using the toolbar, the video *will* pause.
Boundary	The boundary of frame that contains the video, measured from the top-left corner of the canvas.
Left	Left edge of the frame.
Top	Top edge of the frame.
Width	Width of the frame
Height	Height of frame
Lock aspect ratio	By unchecking this check box, you can stretch the video in width or height.
Start Time	This is the time when the video track starts playing. The starting moment of the slide is taken as reference (t=0)
Duration	The duration of the video track (in ms). This value is non-editable (grayed out).
Show in mode-	Select one or more from- Demonstration, tutorial, practice, test.

Freeze-Frame

The Freeze-frame control works on both audio and video objects, as described below:

- If the selected track is a video track, the effect is to pause the video for any desired period.
- If the selected track is an audio track, the effect is to insert an interval of silence.

To insert a freeze-frame control in an audio/video track, click on the **Ruler** where you want to pause the video. This activates the 🎞️ button in the toolbar of the Timeline pane. Click on this button (or from the context menu of the video object, use the **Insert Freeze-frame** command).

Now a yellow diamond and bar will get superimposed on the host time bar.

- If you had defined a **range** in the previous step, the yellow bar is adjusted to this range. However, the usual practice is to drag the diamond and the right-side edge of the yellow band. During this drag operation, ActivePresenter shows you precise time stamp on the Ruler (as in case of entrance/exit markers.)

- Each Freeze-frame control extends the host track by its duration.

In other words, if you insert an x-second pause in an audio/video clip, its total duration will be increased by x seconds.

- You can insert any number of Freeze-frame controls in any selected track. The only condition is that two Freeze-frame controls cannot overlap.

Keep in mind that each Freeze-frame control will further extend the host track's duration!

To remove the freeze-frame from its host track, click on it and drag it downward out of the Time Bar of the host track. Keep dragging till the annotation turns gray, and then release the LMB. The annotation (i.e., the pause) will disappear, and the duration of the host track will be reduced by the duration of the pause.

So why don't we simply **split** the track, and shift the latter part to achieve the same end-result?

Well, there are two benefits of using a Freeze-frame control: (a) It is easier to remove (to reverse its effect), and (b) It does not **create extra resources** by splitting the original object.

Let us see how the Freeze-frame control affects the audio and video tracks.

Pausing A Video Track (Freezing The Scene)

When the slide is played in preview mode (or exported), the host video is paused for the duration of the Freeze-frame control's duration. However, the other objects in the slide are played normally.

Now why should we want to do this in the first place?

Well, sometimes, a video contains a significant scene, which lasts only for a few seconds. The scene is over even before your audience has the time to absorb the important clues. If this were a live lecture, you would pause the video, and explain various parts of the frozen scene to your audience. But what to do if this is a self-running video?

This is where the Freeze-frame is useful: It allows you to pause a video for the duration of its time bar. You can extend this pause as long as you want, and add a commentary track or annotations to analyze the frozen video frame.
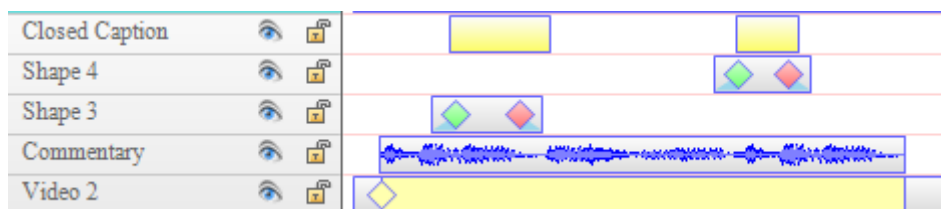
In the above example, the video in **Video2** object is frozen, and an audio commentary is introduced in the paused duration. During this time, two annotation shapes are also displayed on the screen, and two closed caption lines appear. While the video is paused, all these other objects are played normally.

Note that you can insert any number of Freeze-frame controls in a video clip. This allows you to pause the video any number of times and explain those frames to your viewers.

Pausing An Audio Track (Inserting Silence)

When a Freeze-frame control is inserted in an audio track, it inserts an interval of silence.

When the slide is played in preview mode (or exported), the host audio clip is paused for the duration of the Freeze-frame control's duration. However, the other objects in the slide are played normally.

Normally you would apply this effect only to a significant audio track that needs to be synchronized with the visual part of the presentation (for example, you would not need it for a background music track!).

A typical example is to re-sync a stand-alone commentary track with the rest of the slide by holding it off for a few seconds.

Menus And Shortcuts

In this appendix the menus, toolbar buttons and default keyboard shortcuts are listed. Note that ActivePresenter allows you to customize the keyboard shortcuts.

Project Menu

Menu option	Shortcut	Button	Remarks
Create Project...			Create a new project (select the type)
Blank Project...	Ctrl+K		Create a new blank project
New Capture...	Ctrl+N		Create a new capture project
Open Project...	Ctrl+O		Open an existing project
Save	Ctrl+S		Save the current project
Save All			Save all open projects
Save As...			Save the project under a new name
Close	Ctrl+W		Close the current project
Project Properties...			Project's properties
Project Settings...			View and edit the project's settings
Shrink project			Make the project compact
Recent Projects			List of recently opened projects
Exit	Ctrl+Q		Close the ActivePresenter application

Edit Menu

Menu option	Shortcut	Button	Remarks
Undo	Ctrl+Z		Reverse the last action
Redo	Ctrl+Y		Repeat the last "undone" action
Cut	Ctrl+X		Cut the selected items onto clipboard
Copy	Ctrl+C		Copy the selected items onto clipboard
Paste	Ctrl+V		Paste the contents of clipboard
Delete	DEL		Delete the selected items
Find…	Ctrl+F		Find the occurrence of text in objects in specified slides.
Find Next	F3		Find the next occurrence of text in objects in specified slides.
Replace…	Ctrl+H		Replace the occurrence of text by specified text.
Select All	Ctrl+A		Select all items in the pane
Display order>Bring to Front	Ctrl+Home		Brings the selected object to the top of **z-order**
Display order>Bring Forward	Ctrl+PageUp		Brings the selected object one level upward in the **z-order**
Display order>Send to Back	Ctrl+End		Sends the selected object to the bottom of the **z-order**
Display order>Send Backward	Ctrl+PageDn		Sends the selected object one level downward in the **z-order**
Merge Into			Convert the selected objects into **background**

Background			
Change Style for Multiple Objects			Change the **style of objects** for the current slide, selected slides or all slides
Change Transition Effects for Multiple Objects			Change the entrance and exit effects of objects for the current slide, selected slides or all slides
Convert Closed Captions to Audio			Convert closed captions to speech for the current slide, selected slides or all slides
Preferences...			View and edit the global settings

View Menu

Menu option	Shortcut	Button	Remarks
Menu Bar			Show/hide the Menu Bar
Status Bar			Show/hide the Status Bar
Tool bars > (List)			Show/hide the individual toolbars
Slides			Show/hide the **Slides pane** (thumbnails/titles)
Properties			Show/hide the **Properties** pane
Timeline			Show/hide the **Timeline** pane
Resources			Show/hide the **Resource** pane
Show Drag/Drop	Ctrl+D		Show/hide the highlight rectangles of drag source and drop target and the connection between them.
Snapping			Enable/disable snapping in the **Canvas** and **Timeline** panes.
Go To			Go to first/previous/next/last/specified slide
Zoom Slide-Reset			Set to 100%
Zoom Slide-Zoom			Zoom in by one level (see levels below)

in			
Zoom Slide-Zoom out		🔍	Zoom out by one level (see levels below)
Zoom Slide (levels)			Select a zoom level (Range: 25% - 400%)
Language			Choose the language of the GUI (Menus and messages)

Slide Menu

Menu option	Shortcut	Button	Remarks
Blank Slide		🔲	**Insert a blank slide**
Slides By Capture		🔲	**Inserting new slides by fresh capturing**
Slides From Images		🔲	**Inserting images as slides** (create new slides and insert images from disk as their **background**).
Slides From Project		📁	**Insert slides from another project**
Slides From PowerPoint		🔲	**Insert slides from a powerpoint presentation**
Insert Objects to Slides...			Select an object of any type, and **insert it in multiple slides**
Delete Objects from Slides...			**Delete objects of selected type from multiple slides**
Slide Background > Change Slide Background		🔲	Set a slide's **background** image
Slide Background > Edit Slide Background		🖼️	Edit a slide's **background** image
Slide Background > View Active Window Area			Show/hide the **Active Window** area

Slide Background > Edit Active Window Area			Enable/disable editing the **Active Window** area
Save Slide As Image...			Export the current slide as an image.

Annotation Menu

Menu option	Shortcut	Button	Remarks
Shape			Insert a **Shape**
Text Caption			Insert a **Text Caption**.
Highlight			Insert a **Highlight**.
Spotlight			Insert a **Spotlight**.
Feedback			Insert a **Feedback** object.
Gesture Effect			Insert a **Gesture Effect**.
Cursor Path			Insert a **Cursor Path**.
Zoom-n-Pan			Insert a **Zoom-n-Pan** object.
Closed Caption			Insert a **Closed Caption** object.
Screenshot > Window			**Capture a window**
Screenshot > Object			**Capture an object**
Screenshot > Full Screen			**Capture the full screen**
Screenshot > Application or Region			**Capture an application or rectangular area**

Screenshot > Options > Capture Window Shadow			**Screenshot option** to capture the shadow of the target window (when not maximized)
Screenshot > Options > Process Rounded Corners			**Screenshot option** to keep rounded corners of target window (instead of sharp corners).
Screenshot > Options > Use Opaque Background			**Screenshot option** to use opaque borders of the target window instead of translucent (transparent) borders.
Screenshot > Options > Show Usage Guide			**Screenshot option** to show tooltip on how to use.
Image			Insert an **Image**.
Audio>From File			Insert an **Audio** from external audio file
Audio>Create New			Insert an **Audio** object for recording, TTS...
Video			Insert a **Video**

Interaction Menu

Menu option	Shortcut	Button	Remarks
Mouse Click			Insert a **Mouse Click** object.
Text Box			Insert a **Text Box** object.
Key Stroke			Insert a **Key Stroke** object.
Mouse Hover			Insert a **Mouse Hover** object.
Drop Area			Insert a **Drop Area** object.
True/False			Insert a **True/False**-type question object.

Multiple Choice			Insert a **Multiple Choice**-type question object.
Multiple Response			Insert a **Multiple Response**-type question object.
Essay			Insert an **Essay**-type question object.
Fill in Blank			Insert a **Fill In The Blank**-type question object.
Fill in Multiple Blank			Insert a **Fill In Multiple Blank**-type question object.
Sequence			Insert a **Sequence**-type question object.
Drag-n-Drop			Insert a **Drag-n-Drop**-type question object.

Export Menu

Menu option	Shortcut	Button	Remarks
Images			Export slides as individual images
Video			Export as a video (specify the output format; from AVI, WMV, MPEG4 and WebM)
Flash Video (FLV)			Export as flash video (interactive)
HTML SlideShow			Export the slides as HTML slideshow
PDF Document			Export as a pdf file
Microsoft Word			Export as MS Word file
Microsoft Excel			Export as MS Excel file
Microsoft PowerPoint			Export as Microsoft PowerPoint file
HTML5 Simulation			Export as HTML5 Simulation
Flash Simulation			Export as Flash Simulation

Localize Menu

Menu option	Shortcut	Button	Remarks
Replace Slide Backgrounds > All Slides			Start replacing the backgrounds of all slides in current project by capturing new backgrounds.
Replace Slide Backgrounds > Selected Slides			Start replacing the backgrounds of selected slides in current project by capturing new backgrounds.
Replace Slide Backgrounds > All Slides From Project			Start replacing the backgrounds of all slides in current project by backgrounds of slides in an existing project.
Replace Slide Backgrounds > Selected Slides From Project			Start replacing the backgrounds of all slides in current project by backgrounds of slides in an existing project.
Export To XLIFF			Export text in the project to XLIFF format for translation.
Import From XLIFF			Import translated text in XLIFF format into the project.

Window Menu

Menu option	Shortcut	Button	Remarks
Cascade			Show all open projects as a stack
Tile Horizontally			Show all open projects side by side
Tile Vertically			Show all open projects one above the other
Arrange Icons			Lines up the icons of minimized projects (when multiple projects are opened and minimized)
Next			Select the next window in the *list* (see below).

			The selected window comes to the top.
Previous			Select the previous window in the *list* (see below). The selected window comes to the top.
<List>			Provides the list of currently open windows (projects). Click on any entry to switch to that window. The selected window comes to the top.

Help Menu

Menu option	Shortcut	Button	Remarks
Help Contents	F1		Launches *this* help file
Product Homepage			Launches a browser and takes you to the **homepage** for ActivePresenter
Support Center			Launches a browser and takes you to the **user forum /FAQ**
Purchase A License			To convert from Free edition to **Standard/Professional edition**
Activate Product...			To **activate** the product
Check for Updates...			Check for update at the website
About ActivePresenter			Provide information about the **current version**

Customizing ActivePresenter

You can customize the following aspects in ActivePresenter.

Changing The Language

Use the **View>Language** menu option. The available languages will be listed. Select the appropriate language.

Customizing The User Interface

You can make the following changes to the user interface:

1. View/hide the toolbars
   (use **View>Toolbars** menu option)

2. View/hide the various panes (Library, Timeline, Slides, Properties)
   (use the **View** menu)

ActivePresenter saves the project settings when the project is closed. If you open a new project, the settings of the last saved project will be automatically applied to it.

Customizing The Preferences

Use the **Edit>Preferences...** menu option.

The **Preferences** window pops up. It has six tabs, each serving a different area. Select the relevant tab to change the relevant setting.

Tab	What controls are provided
General	General options applicable to the entire software.
Interaction	Parts of objects that have interactive nature are controlled from here.
Annotation	Parts of objects that have annotative nature are controlled from here.

Auto Annotation Text	ActivePresenter has the capability to generate appropriate annotation automatically from interactions. This tab controls how those annotations are generated.
Hot keys	Change the hot keys used for various operations.
Miscellaneous	Options that don't fit anywhere in the above tabs.

Note that some objects have multiple elements. Some of these elements are meant for annotation, while the other elements are for interaction. Such elements are controlled by the *Annotation* and *Interaction* tabs, respectively.

For example, a *True/False* **type** **Question** object has these elements:

1. A *Question Label* that is displayed on screen. (Annotation type element)

2. Two *Answer Labels* that the viewer can click to choose the answer (Annotation type elements)

3. A **Submit** button that the viewer clicks (Interaction type element)

4. Various attached messages that will be displayed for various events such as: On Correct, On Incorrect On Incomplete and On Timeout, these events are triggered automatically when viewer interact with the question. These messages are also classified as Annotation elements.

All these various elements form a question object as a whole. A question as a whole is also an Interaction. Therefore, in case of a *True/False* type **Question** object, its button element and the question itself will be controlled by the *Interaction tab*, and the remaining elements will be controlled by the *Annotation tab*.

The General Tab
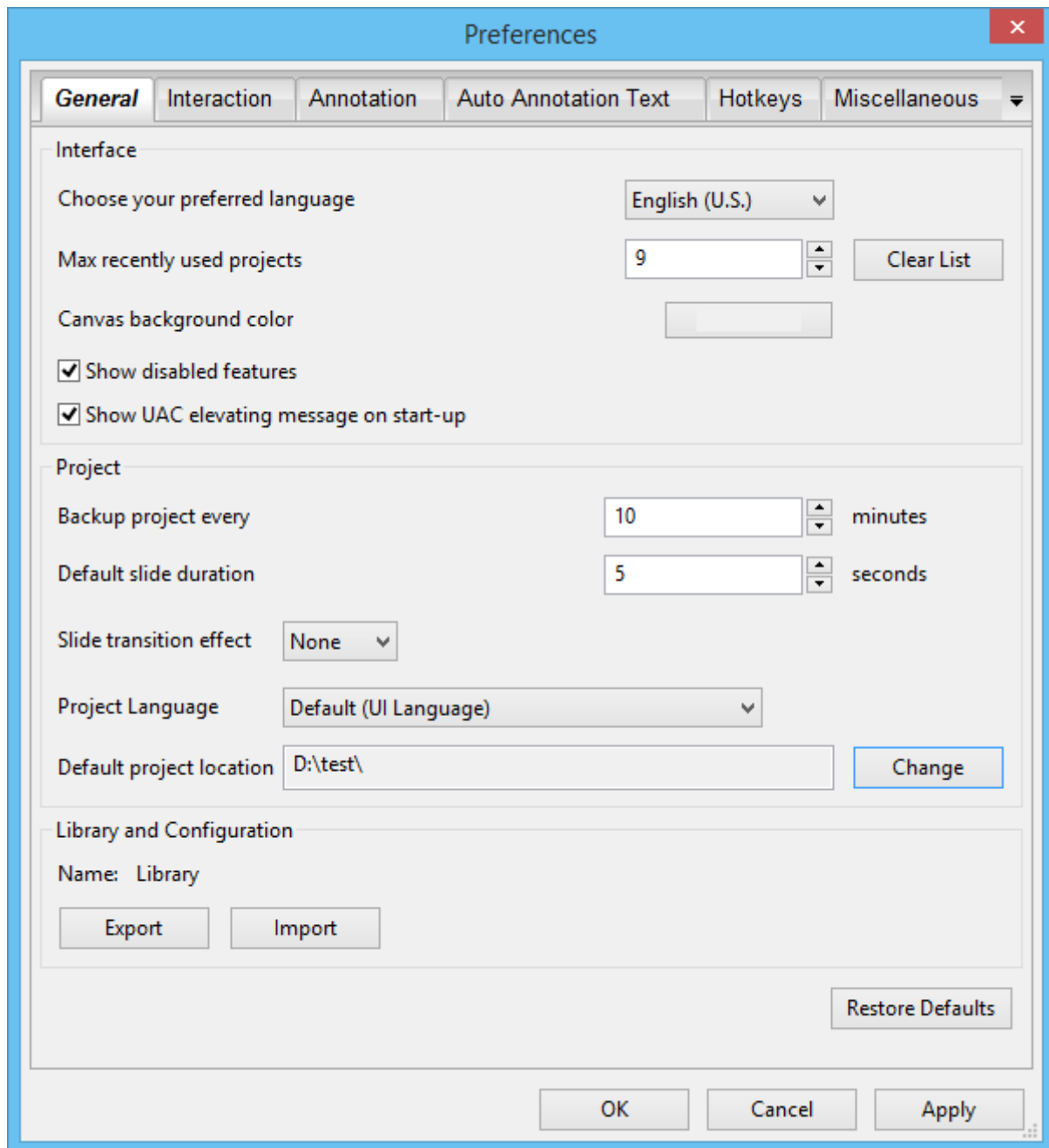
The options work as follows:

Interface section

Control	Remarks
Choose your preferred language	The drop-down menu provides the choice of available languages.
Max recently used	The spinner defines the number of recently opened projects would

projects	be listed.
	Note that a large number is not actually useful. Instead, cultivate the habit of storing the project files in a hierarchical folder system, so that you can retrieve any project fast.
Clear list button	ActivePresenter will forget the actual list of recently opened projects.
Canvas background color	Use this to change the color of the canvas background. Click on the button to see a palette of colors. Select any desired color. Please note that this will only affect the canvas inside ActivePresenter editor, it does not affect your projects at all. If you want to change the default background color for all slides in a project, go to Project menu > Project Information > Background Color.
Show disabled features	Controls whether ActivePresenter will show menu and toolbar items for features which is not available in the edition you are using. For example, you can choose to hide most of the items on Export menu if you are using a Free edition.
Show UAC elevating message on start-up	In order to be able to capture applications which were run as Administrator, ActivePresenter will also need Administrator privilege. On recent versions of Windows that have UAC (**http://en.wikipedia.org/wiki/User_Account_Control**) enabled, ActivePresenter will notify you on start up that it need to be elevated to capture those applications. However, if you just need to capture applications with normal privilege (this is the most common cases) then you should not care about this and can safely deselect this option to bypass the notification message.

Project section

Control	Remarks
Backup project every *n* minutes	Define how frequently to back up (save) the project. In rare cases when ActivePresenter crashes, it will allow you to recover your last opening projects from the latest back-ups.
	Please note that these are not permanent back-ups: They will be automatically removed when you close your projects.
Default slide duration	Set a default duration for each slide (in milliseconds).
	• If the total run time for all components of a slide exceeds this value, this setting will be ignored for that slide. So this can also be considered as the minimum duration for each slide.
Default project location	This is the default folder path where all new projects will be saved.
	• You are allowed to change this folder when you save a new project.

Library and Configuration section

This feature is commonly used in production environment where the consistency of content crossing multiple projects is required.

Control	Remarks
Name	Displays the name of current **Library** and **Configuration** of ActivePresenter. From this name, you can know that whether the required **Library** and **Configuration** is imported into ActivePresenter to start the production.
Export	Save the current **Library** and **Configuration** of ActivePresenter to a file. This file can be imported later into ActivePresenter, may be on other computer. All the audio/video/images in **Library** are exported. The following settings in **Configuration** are exported: • Settings in **Interactions** and **Annotations** tabs of the **Preferences** dialog. • Settings in **Auto Annotation Text** tab of the **Preferences** dialog. • The translation in **Output Language Editor** which is used in HTML5/Flash Simulation. • The **Capture Profiles**.
Import	Import the **Library** and **Configuration** of ActivePresenter from a file. For the list of items will be imported, see the **Export** section.

The Interaction Tab

As described earlier, you can set properties of all the objects in the *Interaction* tab and the *Annotation* tab.

The **Interaction** Tab deals with only the interactive-type parts of the objects.

When you select an element from the list at left (1), its settings are shown on the right (2). These elements have similar properties (but you can set their *values* independently for each type of element).
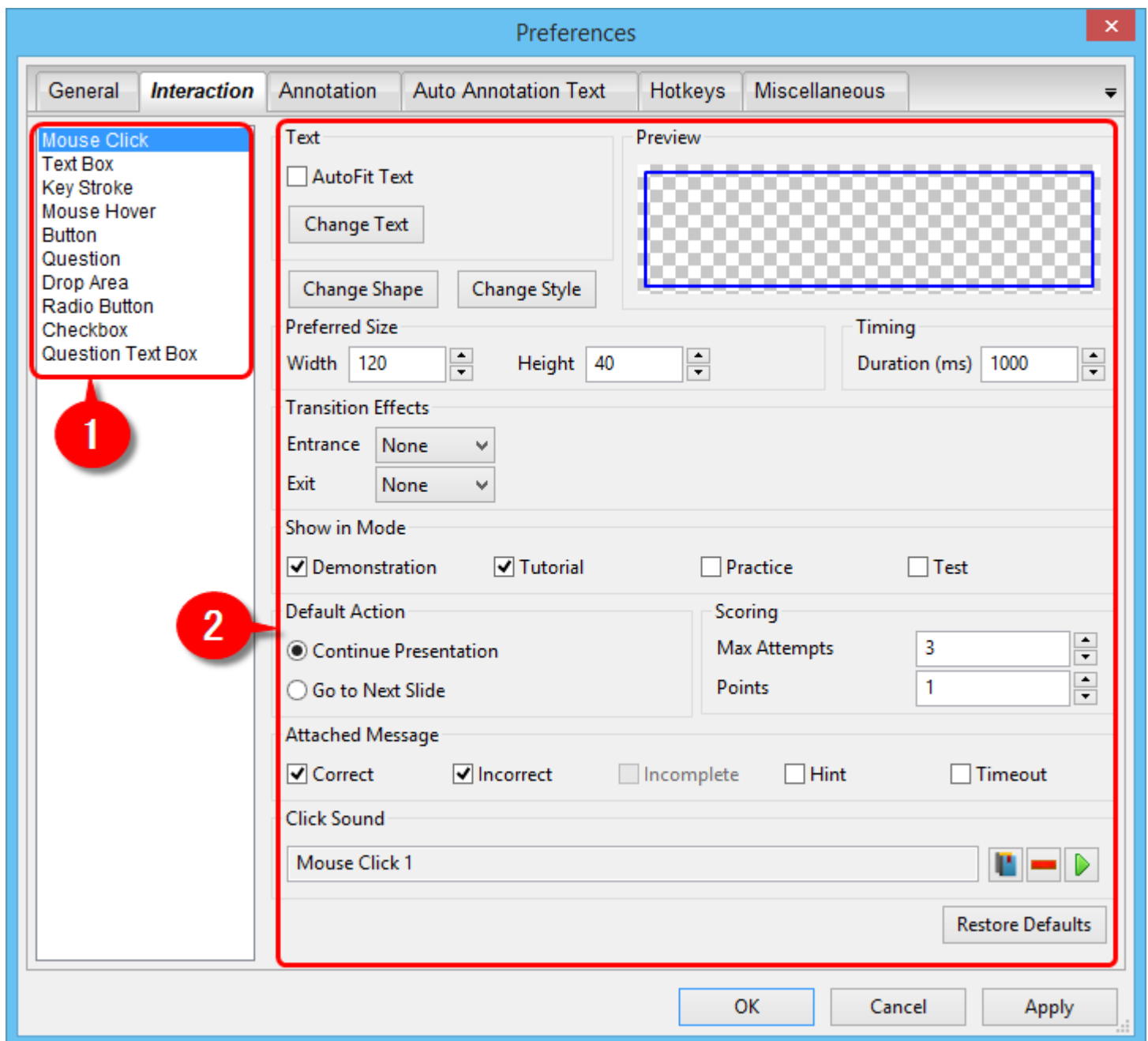
The following properties can be edited (depending on which element is selected, some of these options may not be shown):

Option	What it does
Autofit text	Automatically enlarges the outline of the shape till the text fits inside the shape.

Change text	Launches the Text Editor window and allows you to enter a message in *rich text* format.
Change shape	Lets you change the shape for the element.
Change style	Lets you change the style of the element (Style is the combination of attributes for line, fill, shadow and text).
Preview	Shows how the element will look with all the new settings.
Preferred size (width, height)	Sets the default width and height.
Timing (Duration)	Sets the default timing for the element, as shown on the Timeline.
Transition effects	Allows you to select effect for entry and exit of the object in the slide (when rendered).
Show in mode-	State whether you want to show this element in the *Demonstration, Tutorial, Practice* and *Test* modes.
Default Action	In edit mode, when you insert any interaction object, ActivePresenter automatically adds one action to be performed by default (see the **Event Editor**). You can use this control to choose the action that will be inserted as default.
Scoring (Max attempts, points)	After the viewer has exceeded the maximum allowed attempts, the interaction is abandoned, and the control takes the actions defined for the **On Incorrect** event.
Attached message	You can select which messages to attach with the selected element. • **Correct** – When the viewer's answer is correct • **Incorrect** – When the viewer's answer is incorrect • **Incomplete –** When the viewer's answer is incomplete • **Hint** – A helpful hint (the viewer can hover the mouse on the element to see it) • **Timeout** – When the viewer does not respond within predefined time
Click sound	A default sound is shown. But you can use another sound to create a clicking sound. • The button lets you select a sound from the library • The button lets you delete the current selection

	• The ▶ button lets you play the currently selected sound.
Question Button	Allows you to insert up to four different buttons with the following labels on them: • **Clear**: Clear the input which viewer has entered. • **Back**: Go back one slide. • **Skip**: Skip this question and move on. • **Submit**: Submit answers.
Restore defaults	Restores the "Factory-set" values. Useful to roll back your changes.

The Annotation Tab

As described earlier, you can set properties of all the components in the *Interaction* tab and the *Annotation* tab.

The **Annotation** tab deals with only the *non*-interactive parts of the objects.

The following options are offered (depending on which element is selected, some of these options may not be shown):

Unlike the interaction-type elements, the annotation elements do not have common properties. In fact, they can be divided in three distinct groups based on their properties:

Group	Elements
1	Shape, Highlight, Text Caption, Question Title, Answer Label, Correct, Incorrect, Hint, Complete, Incomplete, Timeout
2	Image, Audio, Video, Zoom-n-Pan, Closed Caption
3	Cursor Path

Within each group, the elements have small differences in their properties.

We will describe all groups separately.

Group 1 Elements

The following screenshot shows properties for **Shape**, which is a typical representative of **Group 1** elements. The other elements in this group have lesser properties than **Shape**.
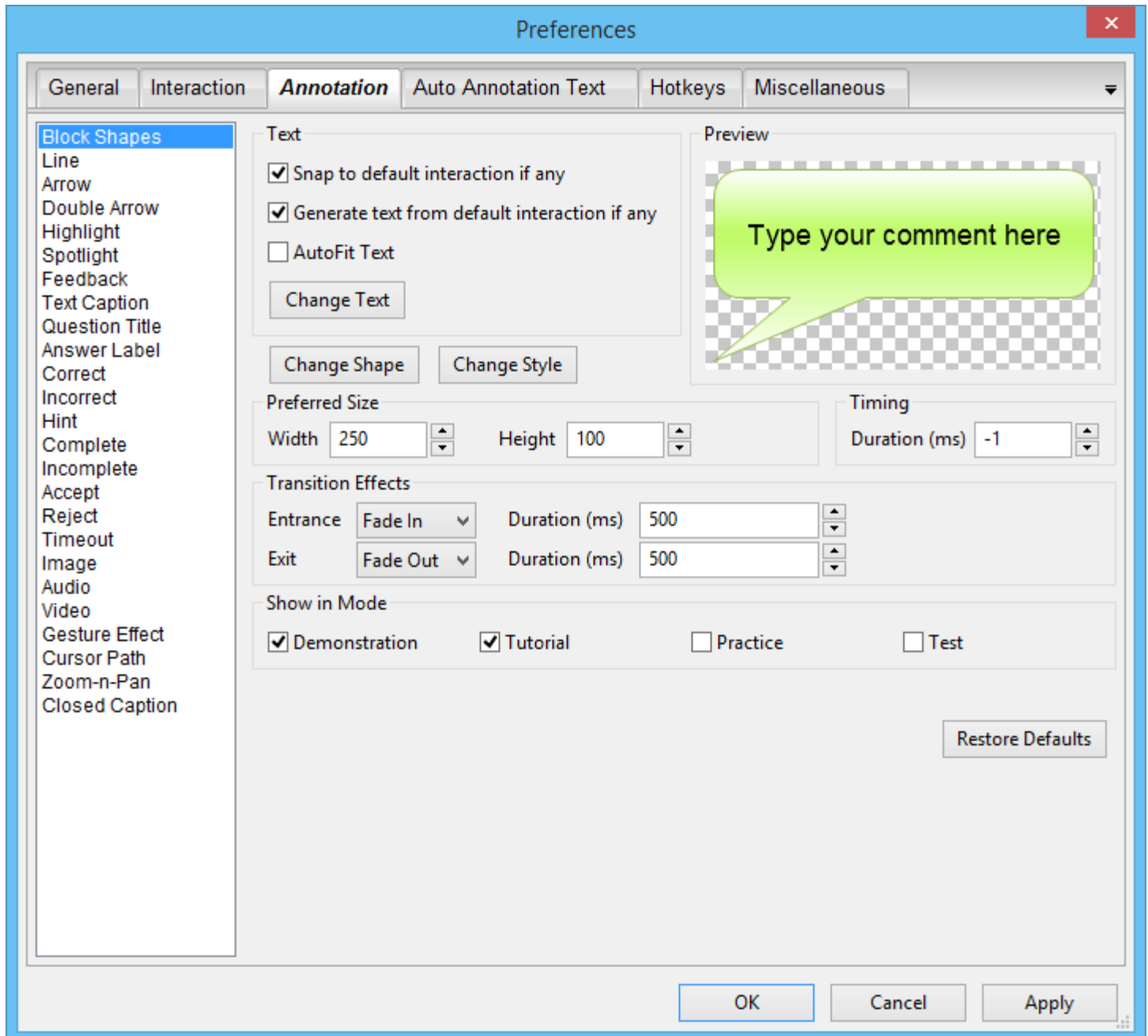
Elements in this group have the following properties:

Snap to default interaction if any	Causes the mouse pointer to automatically jump to the default interaction (if any).

|	
Generate text from default interaction if any	Whether ActivePresenter should generate text for the shape based on the default (first) interaction on current slide. For example, if there is a mouse click interaction on current slide, the text can be generated to something like "Click on [XXX]"..., This is called *auto-annotation*. Refer to the **Auto-Annotation** tab to understand how it works.
AutoFit Text	Automatically enlarges the outline of the shape till the text fits inside the shape.
Change text	Launches the Text Editor window and allows you to enter a message in HTML format.
Change shape	Lets you change the shape for the element.
Change style	Style is the combination of attributes for fill area, outline, shadow and text.
Transition effects	Allows you to select the following: 1. The effect and duration of the entry of the object in the slide (when rendered). 2. The effect and duration of the exit of the object in the slide (when rendered).
Preferred size (width, height)	Set the default width and height.
Timing (duration in ms)	Sets the default timing for the element, as shown on the Timeline. If the duration is set to -1, the object will be displayed till the end of the slide. (If the duration of the slide is changed for any reason, the object's duration will be automatically adjusted.)
Show in mode-	State whether to show this element in the four modes: *Demonstration, Tutorial, Practice* and *Test*. (Select one or more modes).

Group 2 Elements

The following screenshot shows properties for **Audio**, which is a typical representative of **Group 2** elements.
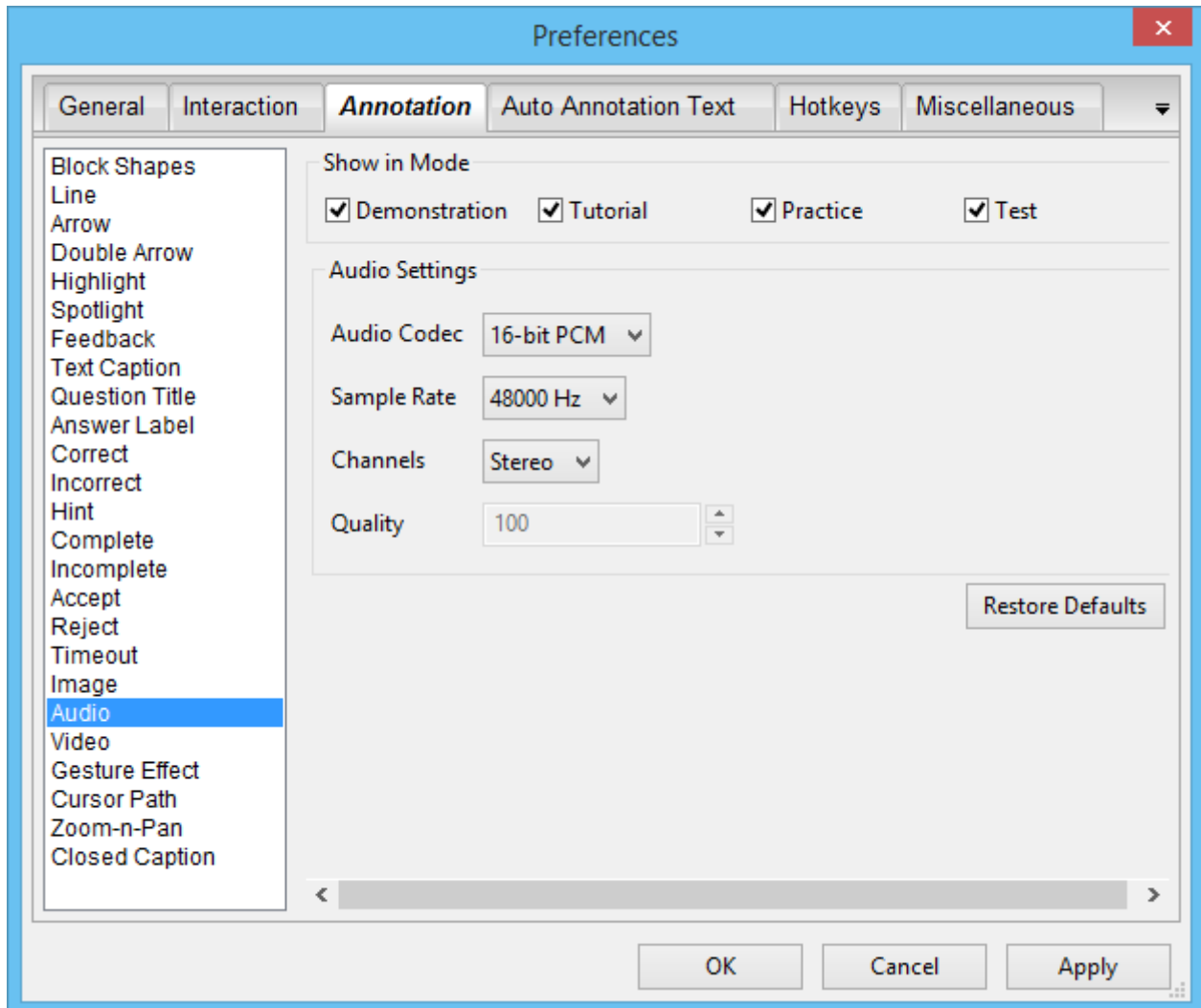
Elements in this group have the following properties:

Show in mode-	State whether to show this element in the four modes: *Demonstration, Tutorial, Practice* and *Test*. (Select one or more modes).
Sample rate	Select from 11025, 22050 and 44100 Hz.
Channels	Select from mono/stereo.
Bit rate	Select from 64, 96 and 128 kbps.
Zooming transition	Duration: Duration of the zoom movement. Zoom scale: How much to zoom in

Group 3 Elements

The following screenshot shows properties for **Cursor Path**, which is a unique type of element (placed in **Group 3**).
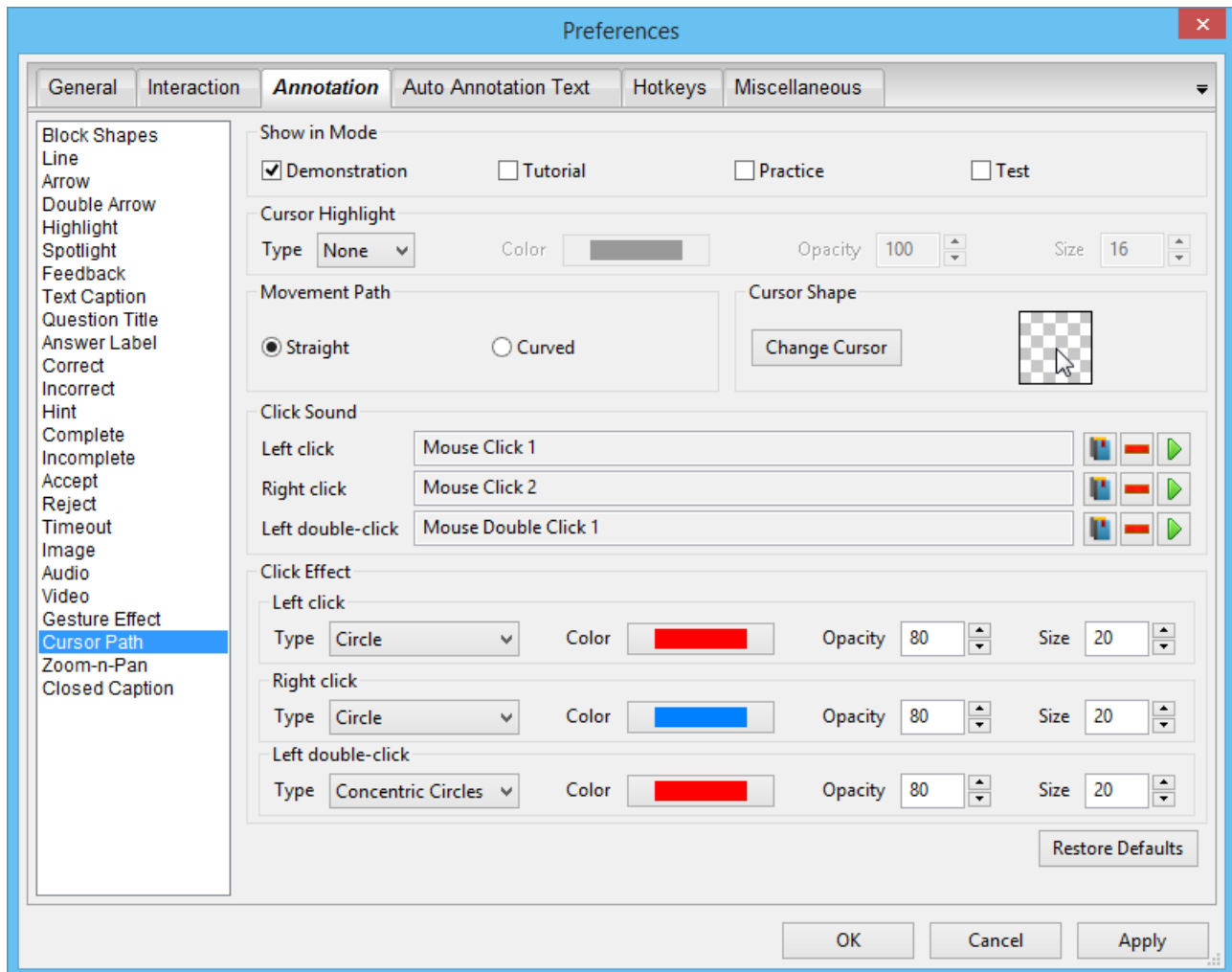

It has the following properties:

Show in mode-	State whether to show this element in the four modes: *Demonstration, Tutorial, Practice* and *Test*. (Select one or more modes).
Cursor highlight type	Select between *none*, *circle,* and *square*
Movement path	Select between- • **Straight:** The actual path of the mouse cursor is replaced by straight lines between clicks. • **Curved:** ActivePresenter preserves the actual movement path and represents it with a *Bézier* curve.
Cursor shape	Click the **Change cursor** button to see other shapes. Select any shape

	and press **OK.**
Click sound	This section shows three different sounds, which correspond to the clicking sound associated with a Left-click, a Right-click and a Left double-click.
	You can use another sound to create a clicking sound.
	• The button lets you select a sound from the library
	• The button lets you delete the current selection
	• The button lets you play the currently selected sound.
Click effect	This section show three different effects, which correspond to the clicking effect associated with a Left-click, a Right-click and a Left double-click.
	You can select *none*, *circle*, *concentric circles* or *rectangle* effect type. For each effect other than *none*, you can also customize effect color, opacity and size.

The Auto-Annotation Text Tab
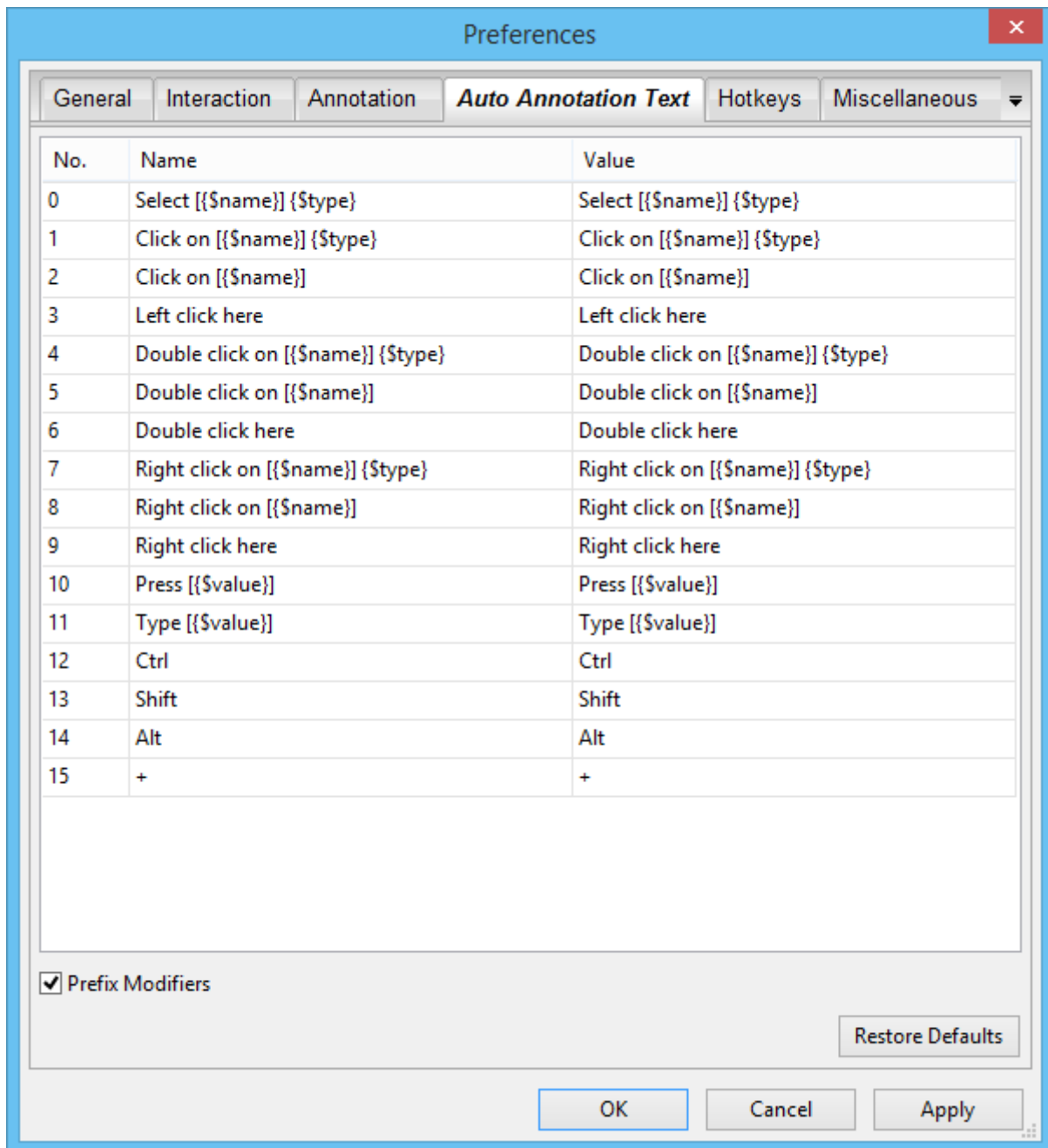
ActivePresenter can generate the text for annotation automatically based on what you are interacting with while capturing.

For example, when you type your User Name into a log-in screen, ActivePresenter can create a call out which says "Type [XXX] into User Name text box".

You can easily customize how ActivePresenter generates the annotation text through the settings in this tab.

With these options, you can easily control the annotation contents which are generated automatically by ActivePresenter when capturing.

There are 3 parameters that you can use to specify dynamic content depends on the context.

Every parameter has the form {$XXX}, in which XXX is the parameter name:

{$name}	This is the name of the item that you are interacting with when capturing. For example, when you entering your name in a log-in screen, the text box may have a name like "User Name"
{$type}	This is the type of the item that you are interacting with. The types of items are provided by the OS. For example, you are typing in a text box, then its type is "text box". If you are clicking on a button then its type is "button".
{$value}	This is what you are entering while capturing. If you are pressing a key, the value is the key that you've pressed. If you are entering text into a text box, then the value is the text you've entered.

The Hot keys Tab

This tab contains all the hot keys used by ActivePresenter for various functions.
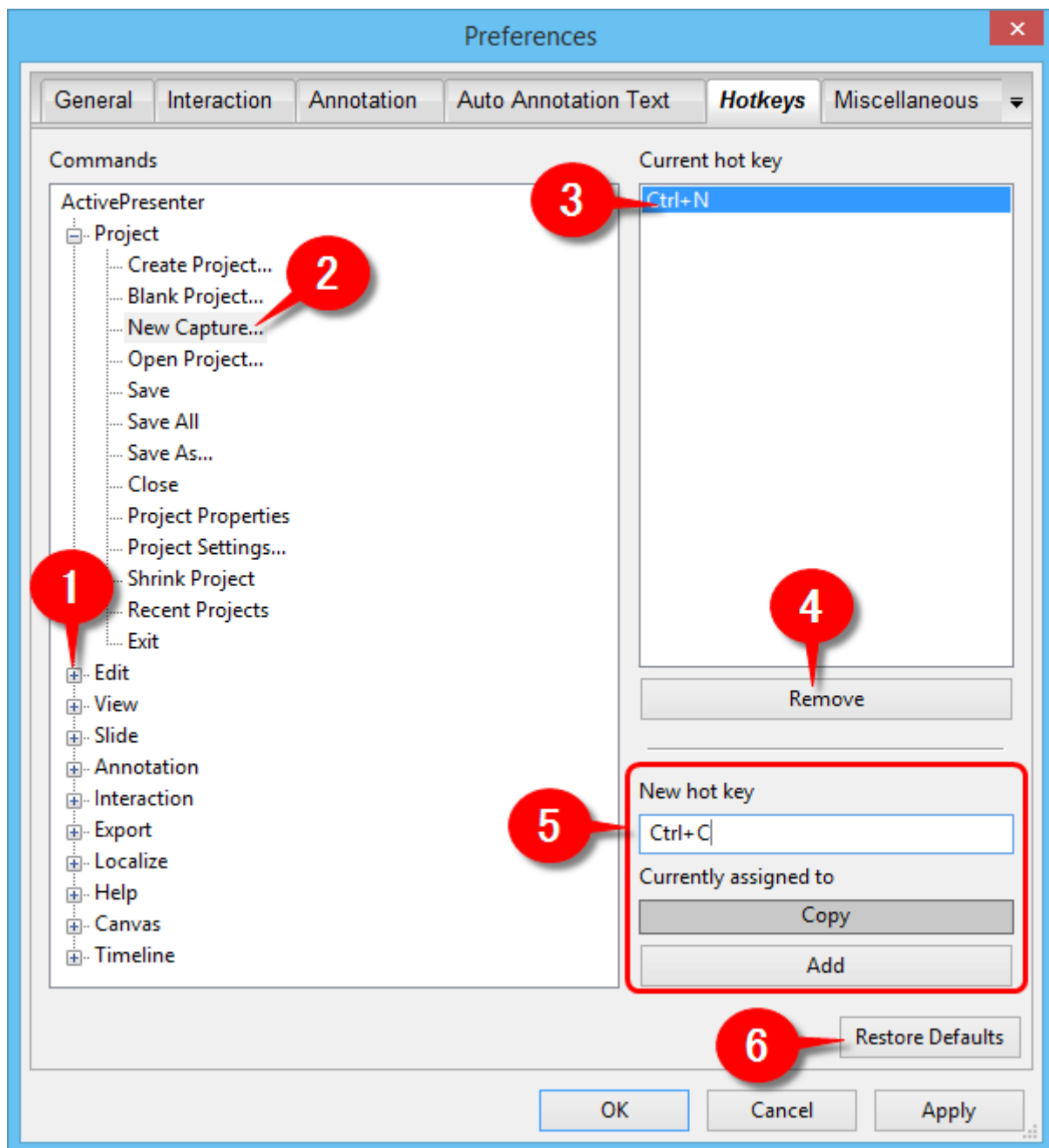
The GUI works as follows:

1. All the major functions of ActivePresenter are grouped functionally in a hierarchical tree.

The tree consists of *nodes*, like **Project**, **Edit**, **View**, etc. Each node contains a group of related functions.

To open any node, click on the ⊞ button on the left of it. The node expands to show the options contained in it.

2. Click on any option to set its hot key.

3. The hot key that is currently assigned to this activity (in this case, to *start a new capture project*.) is displayed here.

4. You can remove the assigned hot key.

5. To assign a new hot key to the function, first click in the input box and then press the hot key.

In this example, we have pressed CTRL+C, which is automatically captured and displayed in the input box. In fact, ActivePresenter detected that this hot key is currently assigned to the *copy* function.

Now you have two options: Either try another hot key. (and repeat the cycle), or press the Add button to re-assign the CTRL+C hot key to *start a new capture project* function. Naturally, this hot key will no longer be assigned to the *copy* function.

6. If your experiments go haywire, you can always restore to the defaults by pressing this button. All your hot key customization will be removed.

The Miscellaneous Tab

This tab is a "catch-all" tab: It contains program options that could not be placed in the other tabs.
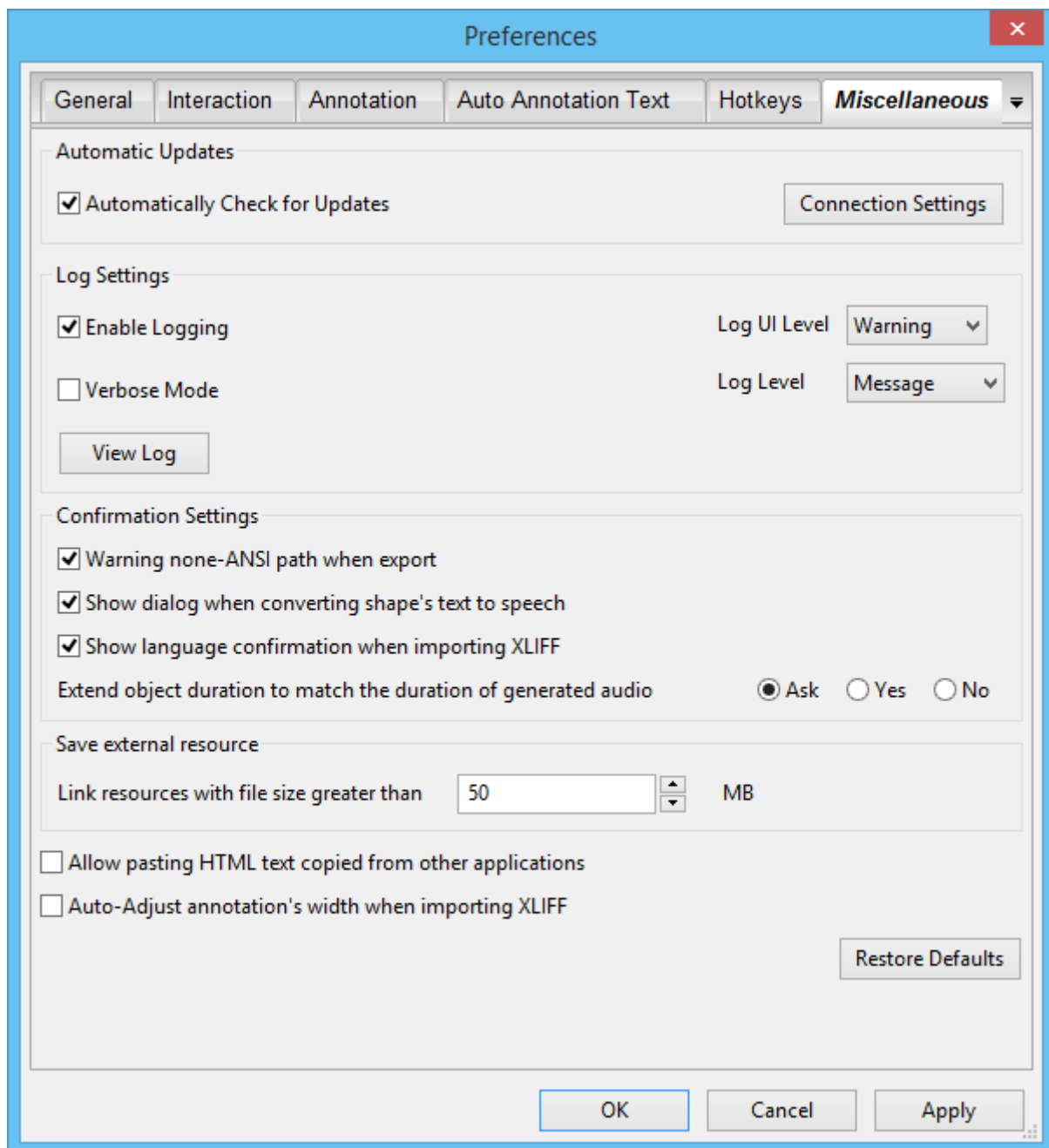
The options on this tab are as follows:

Automatic Updates	Selecting the **Automatically Check for Updates** option allows ActivePresenter to contact its server to check for updates automatically.
	If enabled, ActivePresenter will periodically check for updates when started.

Connection settings	In order to connect to the internet, ActivePresenter needs the connection settings.
	When you click this button, a dialog pops up and offers the following options:
	• No proxy
	• Use system settings (default)
	• Manual configuration
	Check with your admin and set the values.
Log section	Provides logging-related options. Logs are important for troubleshooting.
Enable logging	If you disable this option, no logs will be kept.
Log UI level	Select the log level that will be displayed. Only log messages which have severity level that is higher or equal to the selected level will be displayed. The other logs will be written to the log file silently.
Verbose mode	In verbose mode, more details are captured. This is better for troubleshooting.
Log level	There are five levels:
	1. Fatal error (most severe level)
	2. Error
	3. Warning
	4. Message
	5. Status
	6. Information
	If you select any level, the log will be kept of that level and higher levels (if any).
	For example, selecting *Warning* will keep a log of the top three types of problems, but selecting *Fatal error* will keep log of fatal errors only.
View Log	Clicking on this button shows the log file.
	The log file is automatically cleared and started over when its size reaches 2 MB.
Confirmation Settings	These settings specify whether appropriate messages will be displayed to seek the user's confirmation.
	Warning about non-ANSI path when exporting: When you export your project, there are some outputs that can not be opened or run properly if the file name contains non-ANSI characters. This option specifies whether ActivePresenter should ask you in such case or not.

	Show dialog when converting shape's text to speech: Should ActivePresenter display the dialog so you can make further changes to the TTS settings before converting?
	Extend object duration to match the duration of generated audio
Link resources with file size greater than x MB	When a resource is added to the Library or a project, ActivePresenter creates a copy of the resource file and stores it in the Library or that project. (That ensure that even if you rename, move or delete the original file, the Library item will not be affected.)
	But if the original file is large, storing it directly in the Library or project will consume more disk space than necessary, severely reduce the performance and prone to errors that might corrupt the Library or project. In that case, ActivePresenter doesn't store the original file directly in the Library or project but maintains its own copy of the original file and creates a link in the Library or project which points to its own copy.
	This parameter defines the threshold above which ActivePresenter will create a link to the resource instead of storing the original file directly inside the Library or project.
Allow pasting HTML text copied from other applications	HTML is a huge standard which has many tags meanwhile ActivePresenter's editor only support some basic tags for formatting characters and paragraphs. Using HTML text copied from other applications may produce incorrect result in some output such as HTML5 Simulation. Selecting this option is not recommended.
Auto-Adjust annotation's width when importing XLIFF	Select this option allows ActivePresenter to adjust the width of shape automatically to have a best look when importing XLIFF.

What's New

All changes are tagged to identify their source:

Tag	What it means
New	A new feature was introduced in the latest ActivePresenter
Modified	An existing feature was modified/enhanced in the latest ActivePresenter
Added	The earlier version of manual missed a feature/detail
Corrected	Mistake in an earlier version of manual is corrected now.

In the table below, click on the page number (in the left column) to jump to the changed text. Use your pdf-reader's **Back** button to return here.

Page	What's new
24, 136	New: Exporting To HTML5 Simulation. The Exporting To AJAX Simulation is removed.
80, 173, 183, 186, 195, 196, 253, 265	New: Drag and Drop Interaction.
67	New: Find and replace text.
92	New: Right-to-left language.
94	New: Active Window.
88, 90	New: Replace slide backgrounds.
80	New: Play Audio action.
221	New: Add the function to expand/collapse the view of question object in **Timeline**.
222	New: Add the function to preview multiple slides in **Timeline**.

268	New: Add Gesture Effect annotations.
241	New: Using **Output Language Editor**.
309	New: Export/Import the **Library** and **Configuration** of ActivePresenter.
80	Modified: Enhance Show Object action (supports Audio, Video, non-blocking mode)
266	Modified: Add more shapes, lines and arrows.
228	Modified: Height of object time bars in Timeline which contain audio is adjustable.
229	Modified: Explanation of Object started by event marker in Time Bar.
50	Modified: Naming The Slides
52	Modified: Sorting The Slides
59	Modified: Editing Project Properties, The **Project Language** option is added.
167	Modified: **FMR Settings** and **Audio Settings** in **Capture Profile Editor**.
99	Modified: Exporting To Images, the **Only Export Active Window Area** option is added.
102	Modified: Exporting To Video: • Change options related to Closed Captions. • Change the range of video quality option. • Add the audio quality option. • Add the MKV format.
107	Modified: Exporting To Flash Video: • Change options related to Closed Captions. • Change the range of video quality option.
112	Modified: Exporting To HTML SlideShow, the **Only Export Active Window Area** option is added.
116	Modified: Exporting To Adobe PDF Document, the **Only Export Active Window Area** option is added.
122	Modified: Exporting To Microsoft Word Document, the **Only Export Active Window Area** option is added.

126	Modified: Exporting To Microsoft Excel Worksheet, the **Only Export Active Window Area** option is added.
131	Modified: Exporting To Microsoft PowerPoint Presentation, the **Only Export Active Window Area** option is added.
148	Modified: Exporting To Flash Simulation: • The **Generate Index Page** and **Edit Output Language** options are added. • Pass conditions in SCORM 1.2 and SCORM 2004.
25	Modified: Feature Comparison only list the features that are different between editions.
26	Modified: Update system requirements.
296	Modified: Add the items for new features in the following menus: Edit, View, Slide, Annotation, Interaction, Export, and Localize.
324	Modified: Add two options in the Miscellaneous tab in the Preferences dialog: • Allow pasting HTML text copied from other applications. • Auto-Adjust annotation's width when importing XLIFF.
16	Corrected: Capture Modes section is merged into Capture Profile section.